



## JOB OPPORTUNITY - Full Time Permanent

# ECONOMIC DEVELOPMENT OFFICER

**Deadline to Apply:** Friday, December 6th, 2024 by 4:30 p.m.

**Start Date** As soon as possible

**Salary:** According to KFN Salary Scale

## Description

Under the direction of the Director of Community Development and in accordance with the policies, orientations and priorities adopted by Kebaowek First Nation (KFN), the Economic Development Officer is responsible for promoting economic development and business ventures for community owned business's and KFN band member business's; carries out support-related research and functions for KFN business member/band business ventures and organizes business development workshops and seminars; developing, submitting, and reporting on funding proposals and Request for Proposals (RFP's); and meet with KFN members to assist them with their business plans.

## Responsibilities

- Take a lead role in current economic development projects such as the implementation of the Sugar Bush project, managing the marina, supporting the ice cream shop, and coordinating the barge service
- Take an active role in other economic development files such as the Cultural Center
- Take an active role in the implementation of Kebaowek's 5 year Tourism Development plan and other related plans
- Aiding and assisting currently owned band business's such as Migizy Gas, Mikan Transport, and Mitikon Forestry
- Actively promotes the development of business ventures and provides business support services, recommendations and advisory assistance;
- Develops liaison communications with private/public and municipal sectors to enhance economic development viability in all projects;
- Conducts related research for band business ventures and aids individuals in carrying out research for their own business venture.
- Research and promote joint ventures/subcontractors.
- Access and attend training workshops with the First Nations of Quebec and Labrador Economic Development Commission (FNQLEDC)
- Organized, in collaboration, entrepreneur and business related workshops, courses, and trainings for KFN members with the FNQLEDC
- Provides technical support and guidance to individuals starting their own business venture such as: assisting in drafting and editing business plans;
- Being the main point of contact between individuals wanting to start a business and organizations available to also assist in business development, such as the FNQLEDC.
- Supports individuals in accessing all funding opportunities for their business venture;
- Offers information and resources to band members who wish to start, maintain or expand their businesses.

## Requirements

- University Degree OR College Diploma in Business Administration, Commerce, Marketing or Economics.
- Extensive experience in the field of economic development may replace formal education requirements.
- Experience in market studies, development of business plans, business administration, marketing.
- Good communication and writing skills in English with French being an important asset;
- Strong knowledge of Microsoft Office, Windows and Excel programs;
- Excellent organization skills and with a strong attention to detail;
- Initiative and ability to work independently and within a team.
- Professional tact and diplomacy are essential.
- Accuracy and attention to detail are essential.
- Knowledge of the Algonquin culture and communities.
- Valid Driver's License



**APPLY NOW**

**Please email your CV and Cover Letter  
mlevesque@kebaowek.ca**

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Only selected applicants will be contacted.