



1 RIVERSIDE DRIVE
CHISASIBI, QUEBEC
BOX 150, JOM 1E0

(819) 855-2878
www.chisasibi.ca

JOB OPPORTUNITY

JOB TITLE: ECONOMIC DEVELOPMENT OFFICER

CORE FUNCTIONS:

Under the direction and supervision of the Director General of Operations, the Economic Development Officer is responsible for the establishment and implementation of the Chisasibi Economic Development Strategic Plan with emphasis on providing advice and assistance to local existing and potential entrepreneurs in the establishment of local businesses. The Economic Development Officer will carry out the above within the general philosophy of sustainable development.

FUNCTIONAL RESPONSIBILITIES:

- Maintain control over annual expenditures to ensure respect for the approval of the annual budget.
- Act as an information gathering source and provide assistance for potential Economic Development opportunities for Chisasibi that is presented as an initial to the Economic Development Officer. Research and analyze all information to determine viability, then present to next level in approval process according to appropriate Authorities.
- Coordinate Economic Development Committee meetings and forward recommendations to the appropriate body.
- Ensure that the Socio-Economic Development profile is kept up to date. In collaboration with local entities, analyze and track the Human Resources profile and Business Resources of the community. Provide the information to the Cree Entities, Governmental, and other sources as required.
- Assist Chisasibi Entrepreneurs in the development of feasibility studies, marketing studies/plans and financing arrangements for projects as required.



-
- Maintain effective liaison with relevant Cree Entities, Governmental, and other sources for information relevant to the financing of Economic Development Projects and will assist Chisasibi entrepreneurs in securing financing.
 - Facilitate the development and implementation of a comprehensive community plan in the area of Economic Development as approved by the Council. Manage the plan, implement and administer the goals set by the Council.
 - Maintain an up-to-date database on economic development variables and use information therein when required by internal departments and external organizations.
 - Organize workshops intended to inform community members of the range of Economic Development opportunities available in Chisasibi and elsewhere.
 - Facilitate basic business management workshops as identified and requested by Chisasibi entrepreneurs.
 - Organize appropriate training sessions in respect to specific Economic Development projects.
 - Maintain effective liaison of all economically important natural resources within the Chisasibi traditional territory; and, will liaise with the appropriate Chisasibi staff and individuals and with appropriate governmental offices, which may be sources of information.
 - Represent Chisasibi at relevant regional bodies dealing with Economic Development Issues.
 - Prepare and submit quarterly and annual reports to the D.G.O. and/or Council.
 - Provide supervision and progressive training to the staff under his/her supervision with a view to providing the staff with greater responsibilities within the Department, and to this end, will recommend appropriate training courses or other measure, which may be required to ensure this objective.
 - Set department goals and objectives and ensure staff participation in initiatives.
 - Undertake structured and focused training from either inside or outside trainers in order to ensure that the required technical skills and knowledge are kept up-to-date and relevant to the function.



- Responsible for preparing and managing the approved budget.
- Responsible for creating and implementing new systems that will enhance the efficiency of the department.
- Prepare reports on capitals needs and inventory on an annual basis and submit reports to the D.G.O. and/or Council.
- Take initiative to set goals and development the potential of the department.
- Maintain a positive, customer focused image of the Cree Nation of Chisasibi and respond to user concerns, problems, or complaints in a timely manner.
- Will represent the **Cree Nation of Chisasibi** in a polite and professional manner when dealing with community members.
- May be required to provide assistance to other departments.
- Perform any other tasks as assigned by their immediate supervisor.

EMPLOYMENT REQUIREMENTS & QUALIFICATIONS:

- Must have a Secondary V Diploma
- Must have College or University Degree in finance or relevant field
- Must have at least 5 years of experience in related field
- Meet with Government Agency
- Must be able to write and speak English; Fluency in Cree/French are a definite asset
- Good verbal and written communication skills
- Able to work with minimum supervision
- Problem solving abilities
- Knowledge of computer programs such as Word and Excel



EMPLOYMENT STATUS:

- Permanent full-time
- Must be willing to travel

SALARY RANGE:

- Salary Range: minimum \$63,754.00 – Maximum \$95,313.40 annually depending on education and experience

For more information on the job posting, please come to the CNC Administrative building or call at (819) 855-2878 ext. 361.

Please note: when submitting your resume, please include copies of all diplomas, certificates, valid driver's license and Indian status card. All applicants must agree to perform a criminal background check.

Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

Barbara Spencer
Director of Human Resources
Cree Nation of Chisasibi
P.O. Box 150
Chisasibi, Quebec
J0M 1E0

Or via email to: jobposting@chisasibi.ca

Posting Date: March 25, 2026
End of Posting: April 8, 2026

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM