



Matachewan First Nation

P.O. Box 160, MATACHEWAN, ONTARIO P0K 1M0
(705) 565-2230 FAX (705) 565-2585

Employment Opportunity Interim Position

(Extended Posting)

Economic Development Officer/WTES Coordinator

Matachewan First Nation is currently accepting applications for the Economic Development Officer/WTES Coordinator. The EDO will work under the direction of the Band Manager.

Duties include, but are not limited to:

- Liaise with outside agencies/organizations, businesses/government departments to determine economic opportunity for Matachewan First Nation;
- Research and keep abreast of current economic development strategies/initiatives that can benefit MFN and MFN Band Members;
- Develop work plans/strategies for approval on accessing identified opportunities;
- Develop and submit proposals for funding in relation to accessing employment, training and business opportunities;
- Provide support to individual Band Members who are interested in starting their own business including referral services
- WTES Coordinator will ensure that Band Members have access to training opportunities through the WTES program at Wabun Tribal Council
- Through WTES, the Coordinator will assist with applications and provide all information related to training opportunities through the program, including reporting requirements
- Provide quarterly/yearly reports to INAC and to Band Manager on economic development plan;
- Prepare other reports as requested
- Any other related duties as directed by Band Manager

Qualifications:

- Grade 12, preferably college business related diploma
- Experience in working with First Nations Economic or Social Program Development Programs would be an asset
- Excellent verbal/writing skills

Closing Date: Friday May 26 @ 4:30pm

Resumes will be accepted through email, regular mail or hand delivered to:

Matachewan First Nation
P.O. Box 160
Matachewan, ON P0K 1M0

Fax: (705)565-2585

Email: bandmanager@mfnrez.ca

Only those selected for an interview will be contacted