



Jr. Economic Development Officer

Full Time - One Year (12 Month) Contract- *With possibility of extension*

(Beaverhouse Band Members and Indigenous Persons will be given priority)

Following the Mission Statement of Beaverhouse First Nation Band Office is seeking an experienced and excited professional who will play an important role in the community's transformation and development. This position will support the growth and advancement of Beaverhouse First Nation in the Kirkland Lake area.

Economic Development Duties:

- Develop economic development projects with stakeholders and prepare the appropriate funding applications.
- Review statistics, community information, and consultation documents to build Strategic Action Plans.
- Participate in active networking with regional First Nation communities and indigenous economic development organizations, i.e. trade shows, workforce development conferences, business development seminars.
- Compile signed industry agreements and design/maintain an archival directory for organizational capacity building.
- Act as a point person for planning, data collection, and research to effectively support the organization and community development.
- Create capacity building opportunities for Beaverhouse membership by organizing entrepreneurship workshops, exploring cooperatives, business ventures and other entrepreneurial training.

Community Engagement & Consultation:

- Apply provisions of the First Nations principles of OCAP®. Training will be provided to the EDO.
- Create a repository of all MOU's and Agreements with industry partners for easy access by staff and leadership to ensure compliance of all parties.
- Assist with the creation of an Economic Development Action Committee which will be made up of key community members and develop Terms of reference for the committee.
- Assist with the coordination of all consultation activities and prepare reports for dissemination to community members and band management and leadership when required.
- Other duties as assigned.

Required Qualifications:

- Willingness to be trained in the Economic Development sector.
- 1-2 years of work-related experience.
- Understanding of Native culture, traditions, teachings, and community dynamics.
- Knowledge of legislations governing First Nations.

Assets:

- Experience with Microsoft Office suite, TEAMS and other related office programs.
- Valid Driver's License and access to a reliable vehicle.
- Valid First Aid and CPR

Salary:

- Based on education and experience

Upon acceptance, a Vulnerable Sector Check will be required.

Please submit a Cover Letter and Resume to the attention of the Hiring Committee by **August, 8 2025, at 12:00pm EST** to hr@beaverhousefn.com or can be dropped off at 26 Station Road North, Kirkland Lake, ON.

We thank everyone for their applications, only those selected for an interview will be contacted.