

## WAABIGONII ZAAGA'IGAN

Wabigoon Lake Ojibway Nation

Site 115, P.O Box 300, RR1

Dryden, ON P8N 2Y4

P: (807)938-6684

F: (807)938-1166



## EMPLOYMENT OPPORTUNITY ECONOMIC DEVELOPMENT ASSISTANT

**FT/PT Position:** 1 Full-time Term Position

**Location:** Wabigoon Lake Ojibway Nation, ON

**Reports To:** Economic Development Officer

**Salary:** Based on qualifications and experience

**Closing Date:** May 23, 2025

**Summary:** The Economic Development Assistant is responsible for sourcing and submitting grants and funding to support the Wabigoon Lake Ojibway Nation initiatives and providing support and assistance to the Economic Development Officer.

### Duties:

- Collaborate with internal departments to identify funding needs.
- Researching and identifying grants and funding opportunities from government and non-governmental agencies.
- Proposal writing.
- Network, develop, and maintain positive relationships.
- Assist in the preparation, coordination, finalization, and submission of applications of grants and funding.
- Assist in the development, updating, and maintenance of the comprehensive community plan.
- Tracking and reporting on the progress of projects to ensure deliverables are being met.
- Assist with current and on-going grant proposals and programs.
- Organize supporting documents based on the funding requirements.
- Maintain records and filing relevant information and documents related to the grant / program
- Manage administrative functions- faxing, copying, scanning, emailing, filing, record keeping, and shredding.
- Provide continual updates to Economic Development Officer.
- Attend all required meetings, workshops, and training to support position.
- Follow and adhere to all relevant policies and procedures.
- Other relevant job duties as assigned.

### Qualifications:

- A post-secondary diploma or degree in Business Administration, Economics, or a related field is an asset.
- Prior experience in an economic development position or related role is an asset.
- Sound knowledge of various provincial and federal funding agencies, agreements, and requirements.
- Ability to develop strong and constructive relationships with various external and internal parties.
- Knowledge of the Anishinaabe culture, language, traditions, and way of life.
- Ability to balance multiple tasks simultaneously, perform well under pressure, and meet strict deadlines.
- Possess exceptional software and computer skills, including Microsoft Office.
- Must be able to adhere to strict confidentiality guidelines and code of ethics.
- Must be extremely detail-oriented and organized.
- Must possess effective interpersonal, written, and verbal communication skills.
- Must be punctual, reliable, and dependable.
- Willing to work occasional evenings, weekends, and holidays as per operational requirements.
- Must possess a valid G Class driver's license, access to a reliable vehicle, and ability to travel.
- Must be willing to submit to workplace drug testing.

Please submit a Cover Letter, Resume, and 3 References (with permission to contact) by:

**Friday May 23<sup>rd</sup>, 2025 at 4:00 p.m. CST**

Applications can be submitted by e-mail or in-person to:

Wabigoon Lake Ojibway Nation Band Office

Attention: Human Resources

RR#1, Site 115, Box 300

Dryden, ON P8N 2Y4

T: (807) 938-6684 F: (807) 938-1166

E-mail: [humanresources@wlon.org](mailto:humanresources@wlon.org)

**LATE APPLICATIONS WILL NOT BE ACCEPTED.**

**WE THANK ALL APPLICANTS; HOWEVER, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**