



CONSTANCE LAKE FIRST NATION

37 Wawaskashoo St - PO Box 4000

CONSTANCE LAKE, Ontario P0L 1B0

T: (705) 463-4511

Website: www.constancelakefn.com

Employment Opportunity

Position	Economic Development Officer
Competition #	ECDV-06-2026
Salary Range	\$71,990 – 97,190
Location	Constance Lake First Nation
Posted	July 14, 2026
Closed	Open until filled

Position Summary:

Constance Lake First Nation is seeking a motivated and community-focused Economic Development Officer (EDO) to support the planning, development, and implementation of economic development initiatives that promote sustainable growth and opportunities for the community.

Qualifications:

- Post-secondary education in Economic Development, Business Administration, Indigenous Studies, Commerce, Public Administration, or a related field.
- Experience in economic development, community development, business development, or project management.
- Experience preparing grant applications, funding proposals, and reports.
- Knowledge of First Nation governance, economic development, and community planning.
- Strong written and verbal communication skills.
- Strong organizational, analytical, and problem-solving abilities.
- Proficiency in Microsoft Office Suite.
- Valid Ontario Driver's Licence and access to reliable transportation.
- Ability to obtain a satisfactory Criminal Record Check.

Duties and Responsibilities

- Assist in the development and implementation of the Constance Lake First Nation Economic Development Strategy.
- Research, identify, and pursue economic development opportunities, partnerships, and investments.
- Prepare funding proposals, grant applications, and business cases.
- Coordinate and support community consultations related to economic development initiatives.
- Build and maintain relationships with government agencies, funding organizations, businesses, and community stakeholders.
- Assist with the development and support of community-owned businesses and economic ventures.
- Monitor project progress and prepare reports for Chief and Council, funding agencies, and management.
- Maintain accurate records, budgets, and project documentation.
- Represent Constance Lake First Nation at meetings, conferences, and networking events as required.
- Perform other related duties as assigned.

To apply: Submit cover letter & resume quoting competition # **ECDV-07-2026** via:

Email: resumes@clfn.on.ca

In person: 37 Wawaskashoo St. Constance Lake First Nation Band Office

Only those selected for an interview will be contacted.