

Rainy River First Nations – Job Posting

Economic Development Officer – March 2026



Full-Time Permanent
Please apply by April 17th, 2026

Reporting to the Manager of Administration, the Economic Development Officer supports the growth and sustainability of Rainy River First Nations by identifying economic opportunities, supporting local business development, and assisting in the implementation of community economic initiatives. The position works collaboratively with leadership, community members, and external partners to promote economic growth, strengthen local employment opportunities, and support community-driven development projects.

PRIMARY ACCOUNTABILITIES

Economic Development Planning

- Assist in identifying and developing economic opportunities that support the long-term economic growth of Rainy River First Nations.
- Support the development and implementation of community economic development strategies and initiatives.
- Conduct research on funding opportunities, economic trends, and potential development projects.
- Prepare reports and recommendations related to economic development initiatives.

Business and Entrepreneurship Support

- Provide information and support to community members interested in starting or expanding businesses.
- Assist entrepreneurs with identifying funding opportunities, business planning resources, and training programs.
- Support local businesses by helping connect them with relevant programs, services, and partnerships.

Community and Partnership Development

- Build and maintain relationships with government agencies, regional organizations, and economic development partners.
- Represent Rainy River First Nations at economic development meetings, workshops, and regional initiatives when required.
- Support collaboration with external partners to advance community economic priorities.

Project Coordination

- Assist in coordinating economic development projects and initiatives.
- Monitor project progress and provide updates to administration and leadership.
- Support community engagement activities related to economic development planning.

Documentation and Reporting

- Maintain records related to economic development activities, projects, and partnerships.
- Prepare reports, summaries, and updates for administration and leadership.
- Ensure documentation is completed in accordance with organizational policies.
- Perform other related duties as assigned.

POSITION REQUIREMENTS

- Post-secondary education in business administration, economic development, community development, or a related field is considered an asset. A combination of education and relevant experience may be considered.
- Preference will be given to qualified members of Rainy River First Nations.
- Experience working in economic development, community development, or business support is considered an asset.
- Strong research, analytical, and problem-solving skills.
- Strong written and verbal communication skills.
- Ability to build relationships with community members, businesses, and external partners.
- Ability to work independently and manage multiple projects.
- Knowledge of funding programs and economic development initiatives is considered an asset.
- Proficiency in Microsoft Office and general computer applications.
- Valid driver's license and access to reliable transportation are considered assets.
- Satisfactory Vulnerable Sector and Criminal Record Check.
- Adherence to Rainy River First Nations Drug Testing Policy.
- Adherence to Rainy River First Nations Oath of Confidentiality

WORK ENVIRONMENT

- Travel may be required at times
- Manual dexterity to use desktop computer and peripherals.
- Walking, standing, lifting and moving up to 25lbs may be required

PERKS & BENEFITS

As a valued team member, you will be eligible for:

- 2 weeks paid vacation
- 2 weeks paid Christmas vacation
- 100% employer paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year

How to apply:

Please submit applications, including a cover letter and current resume, to hr@manitourapids.ca by April 17th, 2026. We thank all candidates who apply in advance; only those selected for an interview will be contacted.

Rainy River First Nations Chief & Council 2025-2028

We extend our warm welcome and encourage all interested individuals to submit applications for employment in a safe, non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit www.rainyriverfirstnations.com

