

EMPLOYMENT OPPORTUNITY



Economic Development Coordinator

Full-Time Position

Job Summary:

One Arrow First Nation is looking for a dynamic, passionate and experienced individual to join us as the Economic Development Coordinator. The new position will work closely with Senior Management and the Board of Directors to assist in the creation of economic development opportunities for the community. The ideal candidate for this position has previous corporate management experience and a proven track record for effective team management and results driven by leadership. The new Development Corporation is looking to build a strong team with skilled and motivated individuals that want to see the best outcomes for One Arrow First Nation.

Duties & Responsibilities

- Maximize economic value through support and development of existing and new revenue streams through expansion or new opportunities.
- Work closely with senior management and Board of Directors to ensure economic stability and to determine future economic strategies for the Nation.
- Assist to facilitate a community and economic development planning process, including vision, strategic direction, goals and objectives leading to a comprehensive economic development plan for One Arrow First Nation.
- Assist in preparation of regular reports to Board of Directors, Shareholder representatives, and other stakeholders.
- Research private and public sector development funding opportunities.
- Prepare proposals for funding to support community economic development.
- Assist in the design of a mechanism to support entrepreneurship advice and guidance to members with economic development ideas or interests.
- Build relationships with existing and prospective industry partners.
- Develop economic profile of the community.
- Maintain economic development files and records.
- Work closely with the community employment and training division of One Arrow First Nation to ensure opportunities are realized to the fullest extent.
- Performs other related duties as required.

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Education & Experience:

- Post-secondary education in business, economics, finance, administration or other comparable fields of education.
- Minimum three (3) years work-related experience at a senior corporate or management level.
- Experience in research and analysis, writing proposals and report writing.
- Experience working with First Nations communities and Governments would be an asset.

Knowledge, Skills & Abilities:

- Knowledge of First Nation values, environmental concerns and land management practices and how best to balance with economic development opportunities.
- Possess good business acumen including good negotiation and facilitation skills.
- Ability to analyze business information, summarize, and share key information with others to assist in decision making.
- Knowledge of federal and provincial government economic development programs, regulations and procedures.
- Good financial and operational management skills.
- Ability to create, foster and maintain strong working relationships both internally and with external stakeholders, including existing and potential business partners.
- Knowledge of Corporate Governance and how it collectively supports First Nations governance models.
- Ability to facilitate meetings, discussions, and training/workshops.
- Effective written and verbal communication skills as well as presentation skills.
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint, Adobe products and e-mail required.
- Ability to promote and market existing operations to stakeholders and the public in a professional manner.
- Understanding of marketing strategies is essential to assist with promotion of existing and new entities.



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Other:

- Valid driver's license and access to a vehicle for travel.
- Current criminal record check required for successful candidate.
- Adherence to One Arrow First Nation's Fit for Duty Policy

How to Apply:

Submit a cover letter, resume and three professional references to:

Shawna Greyeyes
Human Resources Manager

Email: shawna.greyeyes@onearrow.cloud
P.O. Box 147, St. Isidore de Bellevue, Saskatchewan, S0K3Y0

DEADLINE TO APPLY: May 8, 2026