



EMPLOYMENT OPPORTUNITY

Sturgeon Lake Cree Nation is seeking an individual to fill the full-time position of:

ECONOMIC DEVELOPMENT OFFICER

Reporting to the Chief Administrative Officer, the Economic Development Officer is responsible for the overall direction, development, coordination, and evaluation of Sturgeon Lake Cree Nation's economic development initiatives, business ventures, investment opportunities, and strategic partnerships. The Economic Development Officer provides leadership in advancing community-driven economic growth that supports the Nation's vision, self-determination, sustainability, and long-term prosperity

MAIN DUTIES AND RESPONSIBILITIES

- Serve as the principal economic development liaison and advisor to Chief and Council, Nation administration, business partners, industry representatives, government, and the public.
- Provide strategic advice, advocacy, and support for local and regional economic development initiatives, including business development, industry partnerships, community services, investment opportunities, and community-based organizations.
- Promote Sturgeon Lake Cree Nation-owned businesses, economic interests, investments, and businesses owned by Nation members.
- Lead the development, implementation, and ongoing evaluation of economic development, investment attraction, and business marketing strategies for Sturgeon Lake Cree Nation.
- Research, analyze, develop, and implement economic development plans, business cases, feasibility studies, investment proposals, and strategic initiatives.
- Identify and evaluate business, investment, procurement, partnership, and revenue-generating opportunities for the Nation.
- Provide senior-level oversight and coordination of the day-to-day activities associated with the Nation's existing businesses, investments, commercial partnerships, and economic development initiatives.
- Monitor the financial, operational, and strategic performance of Nation-owned businesses, investments, and partnerships, and provide timely recommendations to Leadership.
- Support negotiations, due diligence, partnership development, procurement initiatives, and commercial agreements on behalf of Sturgeon Lake Cree Nation.
- Perform other related duties as assigned by Chief and Council or senior administration.

QUALIFICATIONS

- A university degree or college diploma in Commerce, Business Administration, Economics, Economic Development, Finance, Public Administration, Indigenous Governance, or a related field. Relevant experience will be considered.
- A minimum of five years of progressively responsible experience in economic development, business development, or a related field is preferred.
- Experience developing business cases, strategic plans, funding proposals, briefing materials, and comprehensive reports.
- Demonstrated ability to analyze financial, economic, operational, and market information and provide clear, evidence-based recommendations to senior leadership.
- Strong leadership, organizational, project-management, negotiation, and entrepreneurial skills.
- Excellent written and verbal communication skills.
- Ability to manage multiple complex projects, competing priorities, budgets, reporting requirements, and deadlines with limited supervision.
- Must be willing and able to travel and attend meetings or events outside regular working hours when required.
- A satisfactory Criminal Record Check is required.
- A valid Class 5 driver's licence and access to a reliable vehicle are required.

Please submit **Cover Letter, Resume and minimum of three (3) References** by

August 14, 2026

By Mail: Sturgeon Lake Cree Nation
Box 757, Valleyview, Alberta T0H 3N0
By Fax: (780) 524-2711
By Email: employment@sturgeonlake.ca