



Position:	<i>Economic Development Specialist</i>
Location:	<i>Tribal Administration</i>
Hours:	<i>Full-time, 40 hours per week</i>
Salary:	<i>Commensurate with Education/Experience</i>
Reports to:	<i>Tribal Council</i>

Job Summary:

The Economic Development Specialist supports Indigenous business and economic development initiatives that promote economic growth, entrepreneurship, and community sustainability. This position is responsible for assisting with the planning, coordination, implementation, and reporting of grant-funded economic development activities, ensuring alignment with WIHEDC goals and requirements.

The Economic Development Specialist will work collaboratively with internal departments, Tribal leadership, community members, businesses, and external partners to advance economic development priorities.

This position is funded through the Wisconsin Indigenous Housing & Economic Development Corp. (WIHEDC). Continued employment is contingent upon the availability of grant funding and compliance with funding requirements.

Duties and Responsibilities:

- Assist in the development, coordination, and implementation of business and economic development programs and initiatives.
- Support WIHEDC-funded projects by ensuring activities meet funding objectives, timelines, and compliance standards.
- Provide outreach, technical assistance, and support to Tribal Member-owned businesses, entrepreneurs, and prospective businesses.
- Assist with business retention, expansion, and attraction efforts aligned with community priorities.
- Collect, track, and maintain program data, outcomes, and performance measures required for WIHEDC reporting.
- Prepare reports, documentation, and supporting materials in coordination with leadership and financing.
- Coordinate meetings, trainings, workshops, and community engagement activities related to economic development initiatives.
- Conduct research on economic trends, funding opportunities, and best practices to support program development.
- Collaborate with internal departments and external partners, including funding agencies, financial institutions, and community organizations.
- Maintain accurate and organized records in compliance with grant, program, and organizational requirements.
- Perform other related duties as assigned in support of the Business and Economic Development Department.
- Must have a working knowledge and be able to adhere to all tribal ordinances, policies and procedures, EPA permitting process, THPO permitting process and any other regulations that are applicable to the grant projects.
- Complete other duties as assigned.

Qualifications (Education, Experience, Knowledge, Skills, Abilities):

- Associate's or Bachelor's degree in Economic Development, Business Administration, Public Administration, Community Development, or a related field; or an equivalent combination of education and experience strongly preferred.
- Experience supporting programs, grants, or community-based initiatives preferred.
- Strong organizational skills with attention to detail and deadlines.
- Ability to collect, analyze, and report program data accurately.
- Effective written and verbal communication skills.
- Ability to work collaboratively with Tribal leadership, community members, and external partners.
- Proficiency in standard office software and technology.
- Experience working in Tribal, Indigenous, or community-based economic development.

- Familiarity with Wisconsin Indigenous Housing & Economic Development Corp (WIHEDC) programs or similar funding entities.
- Experience providing business technical assistance or coordinating economic development initiatives.
- Knowledge of grant compliance and reporting requirements.

Pre-employment/random drug tests and a background check will be required for this position.

Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:

Sokaogon Chippewa Community

Human Resources Department

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: hr@scc-nsn.gov

Posting Date: January 21, 2026

Closing Date: Until Filled