



External Job Posting

Contract to March 31, 2025

Salary Range: \$44,842 - \$63,573

NADF is seeking a dynamic individual to join our team as a **Women In Business Coordinator (WIBC)**.

Established in 1987, NADF is a results-oriented Aboriginal organization delivering programs and services that support and empower Aboriginal peoples and First Nation communities in Northern Ontario to pursue business and community economic development opportunities.

The Women in Business Coordinator provides business support services, and small business lending, and facilitates a learning network for Indigenous Women Entrepreneurs (IWE) within NADF's service area.

You are a self-starter and a dedicated team player; you have the highest integrity and ability to maintain confidentiality; you are a superior communicator with strong written and verbal skills; you are proactive, organized, and energetic.

The standard work week thirty-five (35) hours per work week and the office hours will be from 9:00 a.m. to 5:00 p.m., Monday to Friday.

Responsibilities:

- Provide proposal writing and administrative support to qualified grant and loan recipients. Workshops / Webinars.
- Organize and deliver interactive business training and development workshops/webinars within the thirty-three (33) Community Futures communities.
- Small Business Lending – explain eligibility, criteria for approval, and submission process.

Qualifications:

- A post-secondary diploma in Business Administration, Finance, or Community Economic Development Diploma and/or a degree in Business, Accounting, Administration, Planning, or Economic Development is preferred
- A minimum of three (3) to five (5) years of experience related to context, e.g., community economic development, business finance, bank or credit union, or non-profit organization is preferred.
- Excellent knowledge and experience using Office 365 and related products Microsoft offers and the ability to learn a loans management software.
- Strong organizational skills, and key attention to detail.
- Ability to manage competing priorities.
- Ability to work well in a team environment.
- Ability to work a flexible schedule.
- Ability to travel as may be required.

NADF encourages applications from all qualified candidates including women, men, Aboriginal peoples, persons with disabilities and visible minorities. While we appreciate all applications for this position, only those who are selected for an interview will be contacted. For full job description, visit www.nadf.org/careers.org. Please forward a detailed resume in confidence, along with 3 work related references with a cover letter to recruitment@nadf.org. Closing date: November 10, 2023, by 3:00 p.m. EST