



**Business Support Officer
Thunder Bay**

Nishnawbe Aski Development Fund (“NADF”) has an exciting opportunity in our Thunder Bay office for a **Business Support Officer**. The Business Support Officer provides business support services to the clients of Nishnawbe Aski Development Fund (“NADF”).

DUTIES AND RESPONSIBILITIES:

1. Deliver business support services and activities including, but not limited to:
 - a) Intake and Assessment: Gather key information on enquiry, obtain an assessment of the applicant’s type of undertaking (for example, Start-up, Acquisition, Expansion and/or Sector). The complex projects will be brought to the attention of the Loans Manager, then assigned to appropriate staff.
2. Organize and deliver business training and development workshops in the thirty-three (33) Community Futures Communities.
3. Prepare reports on activities or projects as required:
 - a) Track contacts and services provided through entries to The Exceptional Assistant (TEA) database: by individual/business, type of service and community.

QUALIFICATIONS:

1. A post-secondary diploma or degree in Business and/or Economic Development or related field with three (3) years small business experience.
2. Strong Accounting, business planning and business management skills.
3. Excellent knowledge of Aboriginal economic business development in Northern Ontario.
4. Strong written and verbal communication skills including demonstrated ability to write reports and proposals; and strong presentation skills.
5. Strong public relations skills.
6. Strong knowledge and experience using word processing and spreadsheet programs an asset; experience with Microsoft Word and Excel programs is preferred.
7. Knowledge of and commitment to the services provided by NADF.
8. Knowledge of the people, culture, and history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of the First Nations in NAN.
9. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.

Salary range is \$33,250 - \$42,089 commensurate with qualifications and experience. To review a complete job description, please visit our website at www.nadf.org.

Qualified applicants may forward their cover letter and resume with three (3) work related references by **Monday, November 23, 2015, by 4:30 p.m. (EDT):**

Nishnawbe Aski Development Fund
Attn: Millie Carpenter, HR Manager
107-100 Anemki Drive
Fort William First Nation, ON P7J 1J4
Email: mcarpenter@nadf.org

While all responses will be appreciated and handled in strictest confidence, only those applicants being considered for an interview will be contacted. Members of Nishnawbe Aski Nation are encouraged to apply.