



Internal - External Posting

Contract to March 31, 2024
Salary Range: \$43,117 - \$61,128

NADF is seeking a dynamic individual to join our team as a Business Support Officer.

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 Business Support Officer provides business support services to clients of Nishnawbe Aski Development Fund ("NADF").

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:

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. Workshops / Webinars:
 - a) Organize and deliver business training and development workshops/webinars within 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 NADF's Loan Management software; FaaSBank database: by individual/business, type of service and community.

Qualifications:

- A post-secondary Business and/or Economic Development diploma.
- Minimum three (3) years' experience in small business – entrepreneurs.
- 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: Open until filled.