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**Community Economic Development Consultant  
Thunder Bay**

**Nishnawbe Aski Development Fund (“NADF”)** has an exciting opportunity in our Thunder Bay office for a **Community Economic Development Consultant**. The Community Economic Development Consultant is responsible for developing and delivering a number of business and capacity development supports to Aboriginal clients in the Ring of Fire area of Northern Ontario.

**DUTIES AND RESPONSIBILITIES:**

1. Liaises with clients and potential clients.
  - a) Provides information on NADF services and processes.
  - b) Provides over-all guidance to the client and potential clients for what is required in all phases of business development (from idea generation to business start-up).
  - c) Refers clients to business support staff for assistance in developing their business.
2. Identifies, coordinates and supports new business development opportunities and proposals from Aboriginals clients in the Ring of Fire area.
3. Researches and analyses opportunities, challenges and information related to supporting new business development.

**QUALIFICATIONS:**

1. A post-secondary diploma or degree in Business, Accounting and/or Community Economic Development, and/or with a minimum of five (5) years’ experience of business development. A designation and/or graduate program (Masters) would be considered an asset.
2. Strong business planning, financial analysis, business assessment skills.
3. Strong grasp of economic development concepts related to opportunity identification, business structures, financing, entrepreneurship, social enterprise and capacity development.
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 \$49,613 - \$62,801 commensurate with qualifications and experience. To review a complete job description, please visit our website at [www.nadf.org](http://www.nadf.org).

Qualified applicants may forward their cover letter and resume with three (3) work related references by **Friday, December 4, 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](mailto: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.