



Micro Loans Coordinator

(contract to January 2017)

Thunder Bay

Nishnawbe Aski Development Fund (NADF) has an exciting opportunity in our Thunder Bay office for a **Micro Loans Coordinator**. The Micro Loans Coordinator will develop an easy business plan curriculum to educate/coach First Nation women in their First Nation communities. The focus is to prepare the women to learn and to be aware of entrepreneurship opportunities as an option for income generation. This would include the teaching sections of financial literacy.

The Micro Loans Coordinator will develop a work plan approved by the Loans Manager, to use as a guide for meeting program objectives and targets, based on budget and resources available.

DUTIES AND RESPONSIBILITIES:

1. To develop a ten (10) to twenty (20) hour business plan curriculum in order to educate the First Nation women in completing a loan application to NADF. The curriculum may be taught in more than one session to the same audience. The curriculum will include: feasibility, idea generation, surveys, are you ready to be an entrepreneur, business plan basics, cash flow, and bookkeeping.
2. To follow-up with all participants to see where else they can assist or guide as they prepare their written business plan case to start their own business. Will maintain individual client files to document client's progress and areas we can be of further assistance.
3. To travel into the remote communities serviced by NADF, to host business planning and/or financial literacy workshops targeted for women.

QUALIFICATIONS:

1. A post-secondary diploma or degree in Business and/or Accounting with a minimum of 3-5 years of small business experience.
2. Excellent written and verbal communication skills including demonstrated ability to write reports and proposals; and presentations.
3. Strong financial analysis and business assessment skills.
4. Strong influencing skills with the ability to develop and motivate team members and negotiate with representatives from other areas within the organization.
5. Knowledge of and commitment to the services provided by NADF.
6. 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.
7. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.

Salary range is \$38,538 - \$48,782 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 3 references by **May 9, 2016, by 4:30 p.m. (EDT)**:

Nishnawbe Aski Development Fund

Attn: Millie Carpenter, HR Manager, mcarpenter@nadf.org

107-100 Anemki Drive

Fort William First Nation, ON

P7J 1J4