



✉ info@nadf.org

📍 Orion Building  
100 Little Lake Road, Suite 101  
Fort William First Nation, ON P7J 0L2

☎ Tel: (807) 623-5397 TF: (800) 465-6821  
Fax: (807) 622-8271

🌐 www.nadf.org

## External Job Posting

Nishnawbe Aski Development Fund (NADF) is seeking a dynamic individual to join our team. We are a result-oriented lender and business developer that has been providing developmental lending services to Aboriginal clients since 1987.

### NADF is seeking a **Women in Business Coordinator (WIB)**

[Nishnawbe Aski Development Fund - \(nadf.org\)](http://nadf.org)

#### Why make NADF your career choice?

NADF offers all full-time employees a total rewards package that is generous and supports NADF's workforce and life balance:

- Competitive salaries.
- Generous paid vacation time.
- Paid time off at Christmas above paid vacation time.
- Additional paid general holidays and civic holidays.
- 35-hour workweek.
- Comprehensive benefits program including health, dental, vision, life insurance, and EFAP. All premiums are covered by the employer.
- Competitive Employee Benefits Saving Retirement. Savings Plan
- Paid sick days.
- Paid personal days.
- Flexible scheduling to support work-life balance.
- Ongoing professional development.

**Job Overview:** 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.

#### Key Responsibilities and Qualifications

- Provide proposal writing and administrative support to qualified grant and loan recipients. Explore new programs to ensure new financing opportunities are made available to IWE clients as appropriate.
  - Promoting a welcoming environment for Aboriginal women and establishing relationships, responding to inquiries, and maintaining correspondence with IWEs in a professional and friendly manner.
  - 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
- #### Key Knowledge and Skills
- Ability to work with confidential information and confidentially manage all duties.
  - Strong accounting, business planning, and business management skills.
  - Strong problem-identification and problem-solving skills.

**To Apply:** To be considered for this challenging and rewarding position, please forward a detailed resume in confidence, along with a cover letter and three (3) work-related references to [recruitment@nadf.org](mailto:recruitment@nadf.org)  
**For a full job description**, visit [www.nadf.org/careers](http://www.nadf.org/careers)

**Job Type:** Full-time contract. End date March 31, 2024.

**Salary:** \$43,117 - \$61,128

**Location:** Fort William First Nation and/or Timmins office.

**Schedule:** Monday to Friday, 9 am – 5 pm, including 1-hour unpaid lunch.

**Travel:** Ability to work a flexible schedule. Ability to travel as may be required.

**External Closing Date:** Open until filled.





## Job Description

Job Title	Role	Employment Status	Wage Band #	Salary Range
Women in Business Coordinator (WIB)	Employee	Full-time	3	\$43,117 - \$61,128
Reports to	Department	Hours of Work	Benefits	
Loans Manager	Loans	7 hours/day 35 hours/week	Savings Benefits (Retirement) Group Insurance Program	

### Job Overview

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.

### Job Duties and Responsibilities

1. Provide Proposal Writing, Administrative Support to Indigenous Women Entrepreneurs (IWE):
  - Provide proposal writing and administrative support to qualified grant and loan recipients. Explore new programs to ensure new financing opportunities are made available to IWE clients as appropriate.
  - Assist IWE clients and with viable business plan development, this may involve working with external consultants, recommending grant contributions for business planning assistance if applicable.
  - Business Coaching and Intake - Provide direct support to IWE clients as needed. Meet with applicants before their formal application to discuss the proposed project, and their relevant business experience and to assess what business stage (for example, idea, business concepts written down, expansion, terms of reference, etc.) the client is at.
2. Co-ordinate Learning Network & Environment by:
  - Promoting a welcoming environment for Aboriginal women and establishing relationships, responding to inquiries, and maintaining correspondence with IWEs in a professional and friendly manner.
  - Delivering entrepreneurship training and workshops to Indigenous women within NADF's service area.
  - Assess and assist with IWE client needs for training and workshops and peer-to-peer learning opportunities such as small group learning, regional conferences, webinars, etc.
  - Identifying suitable and qualified business mentors that IWE can access for business mentoring through NADF.
  - Assisting applicants in the development of their proposals, including where necessary, matching proponents with appropriate consultants or other resources.
  - Networking with other Aboriginal and business organizations for referral purposes.
  - Attending and/or participating in promotional activities, conferences, and meetings that have a direct benefit to IWE activities & objectives
3. Provide Small Business Lending:
  - Small Business Lending – explain eligibility, criteria for approval, and submission process.
  - Screen applications by performing a preliminary assessment of the proposed project and applicant.
  - Preparing financing assessments and recommendations for review and approval to the Loans Manager.



## Job Description

### 4. Prepare Database Management Reports on activities/projects:

- Review and monitor IWE activities within the respective program area, including all workshops, webinars, and client meetings.
- Use the loan management system, Fern FaaSBank, to track inquiries, client interactions, and financing.
- Managing files and optimizing the IWE database, producing reports as required on IWE activities.

### 5. Additional:

- Attends internal or external meetings as required.
- Has understanding and knowledge of the challenges and opportunities facing entrepreneurs located within NADF's catchment area.
- Is aware of the economic climate and business development priorities located within NADF's catchment area.
- Has experience working with First Nation communities, organizations, and entrepreneurs.

## Qualifications and Experience Required

### Education

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.

### Experience

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.

## Knowledge and Skills Required

- Ability to work with confidential information and confidentially manage all duties.
- Strong accounting, business planning, and business management skills.
- Strong problem-identification and problem-solving skills.
- Organized and detail-oriented.
- Experience with budgeting and financial systems/procedures.
- Knowledge of government loan, grant, and contribution programs as they relate to Aboriginal business and economic development.
- Excellent knowledge and experience using Office 365 and related products Microsoft offers and the ability to learn loan management software.
- Excellent customer relations, interpersonal and communication skills (written, verbal, and presentation) including demonstrated ability to write reports and proposals, and the ability to plan, organize and prioritize, delegate work effectively, strong negotiation skills, and prioritize to meet deadlines.
- Ability to work independently and as part of a team while consistently presenting a professional attitude and sound judgment.
- Shows good judgment about when to take the initiative and when to obtain direction from their manager.

## The Employee will be Responsible For

1. Performing the duties and responsibilities of the position to the best of their ability.
2. Acting in accordance with relevant legislation and company policies and procedures.
3. Protect confidential and proprietary information of the company, its employees, and clients.



**Job Description**

4. Maintaining respectful, collaborative, working relationships with co-workers, clients, and stakeholders.
5. Understanding and fostering the company's mission and vision statements.
6. Understanding and fostering the company's values and ethical statements.
7. Understanding and fostering the company's Vivid Vision.
8. Maintaining a safe workplace to avoid putting themselves or others in danger.
9. Presenting a positive and professional image of the company.

**Conditions of Employment**

1. Valid Class G driver's license.
2. A reliable personal vehicle would be preferred.
3. Ability to obtain required vehicle insurance.
4. Ability to work a flexible schedule.
5. Ability to travel as may be required.

**Note**

This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

**Signatures**

By signing this document, I acknowledge that I have read, understand, and agree to the above job description related to my position at NADF.

**Executive Director's Approval**

**Date**

**Employee Name (Print)**

**Employee Signature**

**Date**