



**NISHNAWBE ASKI  
DEVELOPMENT FUND**

**Internal-External Job Posting**

**Business Support Officer  
Thunder Bay**

**Nishnawbe Aski Development Fund (NADF)** has an exciting opportunity for our **Thunder Bay office**. The Business Support Officer provides business support services to 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).
  - b) Business Counselling: Where required, assist applicants with business plan development by providing outlines, explain key components of a business plan
  - c) Provide Support Services to existing loan clients.

**QUALIFICATIONS:**

1. A post-secondary diploma 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 written and verbal communication skills including demonstrated ability to write reports and proposals; and presentations.
4. Strong public relations skills.
5. 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.
6. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.

Salary range is \$33,583 - \$42,510 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 3 work related references by **August 27, 2018 by 4:30 p.m. (EST)**:

Nishnawbe Aski Development Fund  
Attn: Millie Carpenter, HR Manager, [mcarpenter@nadf.org](mailto:mcarpenter@nadf.org)  
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