



**Business Support Officer
Thunder Bay**

Nishnawbe Aski Development Fund (NADF) has an exciting opportunity for our **Thunder Bay office**. The Business Support Officer will travel to First Nations to encourage and facilitate financing for business start-ups and expansions. Promote NADF programs and services.

KEY RESPONSIBILITIES:

- Extensive travel to northern remote First Nation communities in Northern Ontario to promote entrepreneurship
- Deliver various information sessions related to business concepts
- Explain the process and basic requirements for obtaining business financing at NADF
- Assist applicants complete their application submissions
- Liaise with First Nations, tribal councils, other groups/associations relevant to NADF's mandate

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 skills, business planning knowledge and business management skills.
3. 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, strong negotiation skills and prioritize to meet deadlines.
4. 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.
5. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.

Salary range is \$39,604 - \$50,132 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 work related references by **November 19th, 2019 by 4:30 p.m. (DST)**:

Nishnawbe Aski Development Fund
Attn: Recruitment@nadf.org
107-100 Anemki Drive
Fort William First Nation, ON P7J 1J4