



**BUSINESS SUPPORT OFFICER
Thunder Bay**

SUMMARY:

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. Strong financial analysis and business assessment skills.
5. An understanding of economic development within the communities in the Nishnawbe Aski Nation ("NAN") territory. Experience working within Aboriginal communities, members or with Aboriginal clients.
6. Strong problem identification and problem-solving skills.
7. Excellent knowledge and experience using Office 365 and proficient in Microsoft Excel, Word, Outlook, Internet Explorer and able to maximize the productivity of technology in business.
8. Must be willing and able to travel by air and road to remote and rural northern communities.
9. Must have a valid driver's license, reliable vehicle and the required vehicle insurance as set out in the Employee Personnel Policy.

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. Applicants to forward cover letter, resume with 3 work-related references to: Recruitment@nadf.org by Thursday, August 8th, 2019 by 4:00 p.m. (EDT).