



NISHNAWBE ASKI DEVELOPMENT FUND

Job Description - Draft

Job Title:	Micro Loans Consultant	Program:	Loans
Reports to:	Loans Manager	Effective Date:	October, 2014
Wage Band:	5	Revised Date:	October 23, 2014

JOB SUMMARY

The Micro Loans Consultant provides services to plan, recommend and implement micro loans services to Nishnawbe Aski Nation communities for Nishnawbe Aski Development Fund (“NADF”).

ACCOUNTABILITY

The Micro Loans Consultant is supervised by the Loans Manager and accountable to the Executive Director.

DUTIES AND RESPONSIBILITIES

1. To build capacity with First Nation communities by teaching, informing and facilitating by informing First Nation communities and their members on micro loans models.
 - a) To develop a curriculum geared to First Nation, outline the best practices on accountability, leadership, and provide best practices tips on quality business plans;
 - b) To organize and deliver workshops with participating First Nations communities; the length of each workshop will be 3 days in length up to 2-3 visits to community per month;
 - c) Identify the First Nations who are ready and willing to proceed with community micro loans;
 - d) Conduct research to determine efficiency and effectiveness of managerial policies and programs;
 - e) Conduct assessments and propose improvements to methods, systems and procedures.
2. To research, collect past first nations', able to analyze, modify and educate community members on micro loans.
3. Able to plan, coordinate and facilitate (teach) conferences for community and/or tribal council, entrepreneurs, or other interested groups and their partners to identify and/or overcome barriers to development and implementation of Micro Loans in general and business and economic development specifically.
4. To facilitate micro loans workshops by planning to:
 - a) Attend public meetings to explain the planning process, the programs, and to respond to enquiries regarding eligibility of projects, criteria for approval, and the submission process;
 - b) Counsel clients on micro loans applications processes, and responding promptly to requests for information;



NISHNAWBE ASKI DEVELOPMENT FUND

Job Description - Draft

- c) Assist First Nation's and interested members on the development of business planning;
- d) Meet with potential clients in order to discuss the proposed project and the client's relevant experience;
- e) Liaise with other Aboriginal and business organizations;
- f) Provide information on complementary programs and services of NADF.
5. Facilitate microloans sessions by:
 - a) coordinate and manage expectations;
 - b) producing a final document with measureable objectives and targeted results;
 - c) ensuring an "active" manual is properly utilized.
6. Monitor and review group plans for progress and assist where possible.
7. To compile, updated community profiles to target youth and women.
8. Record & Share to the Community
 - a) highlight the successes, key findings, make recommendations for improvement for each community you have worked with.
 - b) prepare activity reports to meet the requirements of the funding agreements and reporting to the Loans Manger.
9. Lead or Participate in community economic development initiatives (i.e., Financial Literacy and social enterprise projects).
10. Other duties as assigned and requested.

STANDARDS OF PERFORMANCE

1. Works professionally as a member of the NADF team and maintains co-operative working relationships with all NADF staff, business partners, funders, agencies and clients.
2. Travel to remote northern and highway access communities for this position will be on a regular monthly basis to ensure deliverables are carried out.
3. Maintains regular contact with clients to monitor progress in an accurate and timely manner.
4. Maintains the strictest confidence regarding NADF business, personnel, and other internal records and proceedings.
5. Develops and implements a detailed work plan.
6. Willingness to acquire new skills and knowledge required to fulfill the position's roles and responsibilities and sees learning and development as part of his/her job.
7. Able to adapt effectively to changes in workload, or work environment.
8. Completes all reports and submissions on time and in a professional manner.
9. Works effectively with minimum supervision.
10. Knowledge of and commitment to the services provided by NADF.
11. Knowledge of the people, culture, history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of the First Nations in NAN.
12. Ability to speak Cree, Oji-Cree or Ojibway would be considered an asset.
13. Has in-depth knowledge of the economic climate and business development priorities of the First Nations in Nishnawbe Aski Nation.



NISHNAWBE ASKI
DEVELOPMENT FUND

Job Description - Draft

QUALIFICATIONS

1. A post-secondary degree in Business and/or Accounting, or designation or a minimum of 4 to 6 years small business experience.
2. Strong written and verbal communication skills including demonstrated ability to write reports and proposals.
3. Strong financial analysis and business assessment skills.
4. Strong public relations skills.
5. Strong influencing skills with the ability to develop and motivate team members and negotiate with representatives from other areas within the organization.
6. Excellent planning and organization skills with the ability to work independently and prioritize to meet deadlines.
7. Strong problem identification and problem solving skills
8. Comprehensive understanding and/or contacts within economic sectors so as to have current knowledge of the challenges and opportunities facing entrepreneurs.
9. In-depth knowledge of the economic climate and business development priorities of the First Nations in NAN.
10. Experience working within Aboriginal communities or with Aboriginal clients.
11. Computer literacy including e-mail, word-processing, accounting and spreadsheet software.
12. Experience in on-site training would be considered as an asset.