



## NISHNAWBE ASKI DEVELOPMENT FUND

### Job Description

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<b>Job Title:</b>	Micro Loans Coordinator	<b>Program:</b>	Loans
<b>Reports to:</b>	Loans Manager	<b>Effective Date:</b>	February 11, 2013
<b>Wage Band:</b>	3	<b>Revised Date:</b>	April 7, 2015
<b>Step Range:</b>	\$38,156 - \$48,299		

### JOB SUMMARY

The Micro Loans Coordinator will research existing micro-lending projects and implement a micro-lending model in remote First Nations in the Nishnawbe Aski Nation territory.

### ACCOUNTABILITY

The Micro Loans Coordinator is supervised by the Loans Manager.

### DUTIES AND RESPONSIBILITIES

The Micro Loans Coordinator will be responsible for the following duties:

- a) Deliver support for women interested in developing and maintain micro lending circles within First Nations in the Nishnawbe Aski Nation territory.
- b) Deliver two (2) – three (3) days entrepreneurship training in First Nations, prepare teaching material to includes relevant business topics, prepare handout exercises. Provide certificates of completion to participants who have attended most of the eight (8) – ten (10) hour training sessions.
- c) Organize and plan visits to First Nations with a clear schedule of training available to women, to encourage participation.
- d) Obtain workshop evaluation from each participant.
- e) Continually research micro lending in order to develop and maintain a toolkit for women in peer lending circles and to develop promotional materials for the program.
- f) Establish networks and facilitate specific partnerships with industry, service related businesses and government agencies to support the peer lending circles.
- g) Participate in NADF's committee meetings, community and company meetings; attend conferences as agreed too and other committee meetings that benefit delivery of the micro lending program.
- h) Develop a survey to assess the program success and ensure completion by participating First Nation members and employees in order to further develop the model for increased Identify and



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assess the market potential of emergent business services and products for consideration by members of the micro lending circles.

- i) Monitors and plans program expenditures to ensure most effective delivery of the program within the approved budget.
- j) Other duties as assigned and requested.

### STANDARDS OF PERFORMANCE

- a) 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.
- b) Travel to remote northern and highway access communities for this position will be on a regular monthly basis to ensure deliverables are carried out.
- c) Maintains regular contact with clients to monitor progress in an accurate and timely manner.
- d) Maintains the strictest confidence regarding NADF business, personnel, and other internal records and proceedings.
- e) Develops and implements a detailed work plan.
- f) 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.
- g) Able to adapt effectively to changes in workload, or work environment.
- h) Completes all reports and submissions on time and in a professional manner.
- i) Works effectively with minimum supervision.
- j) Knowledge of and commitment to the services provided by NADF.
- k) 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.
- l) Ability to speak Cree, Oji-Cree or Ojibway would be considered an asset.
- m) Has in-depth knowledge of the economic climate and business development priorities of the First Nations in Nishnawbe Aski Nation.

### QUALIFICATIONS

- a) A college diploma and/or a degree in Business and/or Accounting, or a minimum of 4 to 6 years small business experience.
- b) Strong written and verbal communication skills including demonstrated ability to write reports and proposals.
- c) Strong financial analysis and business assessment skills.
- d) Strong public relations skills.
- e) Strong influencing skills with the ability to develop and motivate team members and negotiate with representatives from other areas within the organization.
- f) Excellent planning and organization skills with the ability to work independently and prioritize to meet deadlines.
- g) Strong problem identification and problem solving skills



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- h) Comprehensive understanding and/or contacts within economic sectors so as to have current knowledge of the challenges and opportunities facing entrepreneurs.
- i) In-depth knowledge of the economic climate and business development priorities of the First Nations in NAN.
- j) Experience working within Aboriginal communities or with Aboriginal clients.
- k) Computer literacy including e-mail, word-processing, accounting and spreadsheet software.
- l) Experience in on-site training would be considered as an asset.