



Job Description

POSITION:	MICRO LOANS COORDINATOR	PROGRAM:	LOANS
REPORTS TO:	LOANS MANAGER	EFFECTIVE DATE:	FEBRUARY 11, 2013
WAGE BAND:	3	REVISED DATE:	APRIL 11, 2016
STEP RANGE:	\$38,538 – \$48,782	APPROVED BY:	

SUMMARY:

The Micro Loans Coordinator will develop an easy business plan curriculum to educate/coach First Nation women in their first nation communities. The focus is to prepare the women to learn and to be aware of entrepreneurship opportunities as an option for income generation. This would include the teaching sections of financial literacy.

The Micro Loans Coordinator will develop a work plan approved by the Loans Manager, to use as a guide for meeting program objectives and targets, based on budget and resources available.

ACCOUNTABILITY:

The Micro Loans Coordinator is supervised by and is directly accountable to the Loans Manager.

DUTIES AND RESPONSIBILITIES:

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

1. To develop a ten (10) to twenty (20) hour business plan curriculum in order to educate the First Nation women in completing a loan application to NADF. The curriculum may be taught in more than one session to the same audience. The curriculum will include: feasibility, idea generation, surveys, are you ready to be an entrepreneur, business plan basics, cash flow, and bookkeeping.
2. To follow-up with all participants to see where else they can assist or guide as they prepare their written business plan case to start their own business. Will maintain individual client files to document client’s progress and areas we can be of further assistance.
3. To travel into the remote communities serviced by NADF, to host business planning and/or financial literacy workshops targeted for women.
4. To develop a survey to assess the program and ensure its completion by participating First Nation members, before completion of contract.
5. To develop and maintain a toolkit for women.
6. To establish networks and facilitate specific partnerships with industry, service related businesses and government agencies to support.
7. 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.
8. Monitors and plans program expenditures to ensure most effective delivery of the program within the approved budget.
9. Attend internal and external meetings regarding loans’ clients and administration.
10. Other duties as assigned and requested by the Loans Manager.

STANDARDS OF PERFORMANCE:



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1. Works productively and professionally as a member of the NADF's team and maintains co-operative working relationships with all NADF staff and with partners, agencies and clients.
2. Maintains the strictest of confidence with regards to NADF clients, their files or other dealings, and with all personnel and other confidential internal records and proceedings.
3. Assigned duties and responsibilities are carried out in a professional and timely manner in cooperation with management and staff as per policies and procedures.
4. Completes all reports and submissions on time and in a professional manner; all information on Loan Management System is kept current to within a week of communication with the client.
5. Demonstrates time management (attendance and punctual) and the ability to prioritize workload efficiently and effectively.
6. Willing to acquire new skills and knowledge required to fulfill duties and responsibilities and sees learning and development as part of the job.
7. Adheres to NADF policies and procedures.
8. Develops and implements a detailed work plan with time-based objectives and results that are concrete, specific and measurable.
9. Shows good judgment about when to take the initiative and when to obtain direction from their manager.
10. Works effectively and efficiently with a minimum of supervision
11. Knowledge of and commitment to the mandate and services provided by NADF.
12. Knowledge of the people, culture, history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of regional First Nations.
13. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.
14. Must be willing and able to travel by air and road to remote and rural northern communities.
15. Must have a valid driver's license, reliable vehicle and the required vehicle insurance as set out in the Employee Personnel Policy.

QUALIFICATIONS:

1. A post-secondary diploma or degree in Business and/or Accounting with a minimum of 3-5 years of small business experience.
2. Excellent written and verbal communication skills including demonstrated ability to write reports and proposals; and presentations.
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. Excellent knowledge and experience using word processing and spreadsheet programs an asset; experience with Microsoft Word and Excel programs is preferred.
11. Experience working with First Nation communities, members and First Nation clients.
12. Experience in on-site training would be considered an asset.