



## Job Description

| Job Title                           | Role       | Employment Status            | Wage Band #  | Salary Range        |
|-------------------------------------|------------|------------------------------|--|---------------------|
| Women in Business Coordinator (WIB) | Employee   | Full-time                    | 3  | \$44,842 - \$63,573 |
| Reports to                          | Department | Hours of Work                | Benefits   |                     |
| Loans Manager                       | Loans      | 7 hours/day<br>35 hours/week | Savings Benefits (Retirement)<br>Group Insurance Program |                     |

### Job Overview

The Women in Business Coordinator provides business support services, small business lending, and facilitates a learning network for Indigenous Women Entrepreneurs (IWE) within NADF's service area.

### Job Duties and Responsibilities

1. Provide Proposal Writing, Administrative Support to Indigenous Women Entrepreneurs (IWE):
  - Provide proposal writing and administrative support to qualified grant and loan recipients. Explore new programs to ensure new financing opportunities are made available to IWE clients as appropriate.
  - Assist IWE clients and with viable business plan development, this may involve working with external consultants, recommending grant contributions for business planning assistance if applicable.
  - Business Coaching and Intake - Provide direct support to IWE clients as needed. Meet with applicants before their formal application to discuss the proposed project, and their relevant business experience and to assess what business stage (for example, idea, business concepts written down, expansion, terms of reference, etc.) the client is at.
2. Co-ordinate Learning Network & Environment by:
  - Promoting a welcoming environment for Indigenous women and establishing relationships, responding to inquiries, and maintaining correspondence with IWEs in a professional and friendly manner.
  - Delivering entrepreneurship training and workshops to Indigenous women within NADF's service area.
  - Assess and assist with IWE client needs for training and workshops and peer-to-peer learning opportunities such as small group learning, regional conferences, webinars, etc.
  - Identifying suitable and qualified business mentors that IWE can access for business mentoring through NADF.
  - Assisting applicants in the development of their proposals, including, where necessary, matching proponents with appropriate consultants or other resources.
  - Networking with other Aboriginal and business organizations for referral purposes.
  - Attending and/or participating in promotional activities, conferences, and meetings that have a direct benefit to IWE activities & objectives.
3. Provide Small Business Lending:
  - Small Business Lending – explain eligibility, criteria for approval, and submission process.
  - Screen applications by performing a preliminary assessment of the proposed project and applicant.
  - Preparing financing assessments and recommendations for review and approval to the Loans Manager.



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### 4. Prepare Database Management Reports on activities/projects:

- Review and monitor IWE activities within the respective program area, including all workshops, webinars, and client meetings.
- Use the loan management system (Fern FaaSBank) to track inquiries, client interactions, and financing.
- Managing files and optimizing the IWE database, producing reports as required on IWE activities.

### 5. Additional:

- Attends internal or external meetings as required.
- Has understanding and knowledge of the challenges and opportunities facing entrepreneurs located within NADF's catchment area.
- Is aware of the economic climate and business development priorities located within NADF's catchment area.
- Has experience working with First Nation communities, organizations, and entrepreneurs.

## Qualifications and Experience Required

### Education

A post-secondary diploma in Business Administration, Finance, or Community Economic Development Diploma and/or a degree in Business, Accounting, Administration, Planning, or Economic Development is preferred.

### Experience

A minimum of three (3) years of experience related to context, e.g., community economic development, business finance, bank or credit union, or non-profit organization is preferred.

## Knowledge and Skills Required

- Ability to work with confidential information and confidentially manage all duties.
- Strong accounting, business planning, and business management skills.
- Strong problem-identification and problem-solving skills.
- Organized and detail oriented.
- Experience with budgeting and financial systems/procedures.
- Knowledge of government loans, grants, and contribution programs as they relate to Aboriginal business and economic development.
- Excellent knowledge and experience using Office 365 and related products Microsoft offers and the ability to learn loan management software.
- 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, delegate work effectively, strong negotiation skills, and prioritize to meet deadlines.
- Ability to work independently and as part of a team while consistently presenting a professional attitude and sound judgment.
- Shows good judgment about when to take the initiative and when to obtain direction from their manager.

## The Employee will be Responsible For

- Performing the duties and responsibilities of the position to the best of their ability.
- Acting in accordance with relevant legislation and company policies and procedures.
- Protect confidential and proprietary information of the company, its employees, and clients.



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- Maintaining respectful, collaborative, working relationships with co-workers, clients, and stakeholders.
- Understanding and fostering the company’s mission and vision statements.
- Understanding and fostering the company’s values and ethical statements.
- Understanding and fostering the company’s Vivid Vision.
- Maintaining a safe workplace to avoid putting themselves or others in danger.
- Presenting a positive and professional image of the company.

**Conditions of Employment**

- Valid Class G driver’s license.
- A reliable personal vehicle would be preferred.
- Ability to obtain required vehicle insurance.
- Ability to work a flexible schedule.
- Ability to travel as may be required.

**Note**

This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

**Signatures**

By signing this document, I acknowledge that I have read, understand, and agree to the above job description related to my position at NADF.

|                                      |  |
|--------------------------------------|--|
| <b>Executive Director’s Approval</b> |  |
| <b>Date</b>                          |  |
| <b>Employee Name (Print)</b>         |  |
| <b>Employee Signature</b>            |  |
| <b>Date</b>                          |  |