



Summer Student - Loans
Timmins

Nishnawbe Aski Development Fund (NADF) has an exciting Summer Student opportunity for our Timmins office. The Summer Student – Loans works closely with the loans staff to respond to financing inquiries, promote NADF programs and services and monitor/update NADF's current database and provides administrative and financial support as required.

DUTIES AND RESPONSIBILITIES:

1. Review assigned loan files upon assignment to ensure: All documentation is filed as required by established policies and procedures and the requirements of the financing letter of offer are up-to-date and filed accordingly.
2. Loan files and related database entries are entered, verified and completed and organized to allow prompt response to inquiries by staff and/or management.
3. To ensure data loan information, such as, security/collateral reminders as required by policies and procedures are up-to-date for clients and business information.

QUALIFICATIONS:

1. Canada Summer Jobs provides funding to not-for-profit organizations, public-sector employers and small businesses with 50 or fewer employees to create summer job opportunities for young people aged 15 to 30 years who are full-time students intending to return to their studies in the next school year.
2. Knowledge of Aboriginal economic business development in Northern Ontario.
3. Strong oral and written communication and public relations skills.
4. Problem identification and problem solving skills.
5. Computer literacy with strong word-processing, spreadsheet and database skills.
6. Experience working within Aboriginal communities, members or with Aboriginal clients.

Salary is approved funded amount. To review a complete job description, please visit our website at **www.nadf.org**.

Qualified applicants may forward their cover letter and resume with 3 references by **Wednesday, April 26, 2017 by 4:30 p.m. (EDT)**:

Nishnawbe Aski Development Fund
Attn: Millie Carpenter, HR Manager, mcarpenter@nadf.org
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