

## Summer Student - Loans

### Thunder Bay site

(8- week summer contract, pending funding approval)

**Nishnawbe Aski Development Fund (NADF)** has an exciting Summer Student opportunity for our **Thunder Bay 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.
4. Provide detailed information to clients and potential clients on all NADF programs and services.

#### QUALIFICATIONS:

##### Eligible participants

1. To be eligible, students must:
  - be between 15 and 30 years of age at the start of the employment.
  - have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year.
  - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
  - be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
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](http://www.nadf.org).

Qualified applicants may forward their cover letter and resume with 3 references by **Friday, May 10, 2019 by 4:30 p.m. (EST)**:

Nishnawbe Aski Development Fund  
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