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100 Little Lake Road, Suite 101
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☎ Tel: (807) 623-5397 TF: (800) 465-6821
☎ Fax: (807) 622-8271
🌐 www.nadf.org

External Job Posting

NADF is seeking a dynamic individual to join our team as a **Small Business Policy Writer**

Established in 1987, NADF is a results-oriented Indigenous organization delivering programs and services that support and empower Indigenous peoples and First Nation communities in Northern Ontario to pursue business and community economic development opportunities.

The Small Business Policy Writer is responsible for guiding and mentoring entrepreneurs in developing effective and comprehensive policies for their businesses. Will work closely with NADF's small business owners and First Nation businesses located in NADF's service area to help them develop policies and procedures that ensure their businesses run smoothly, comply with applicable regulations, and maintain operational efficiency.

The Small Business Policy Writer will have expertise in business operations, policy development, and mentoring, with a passion for helping entrepreneurs build strong, sustainable businesses.

You are a dedicated team player, have the highest integrity and ability to maintain confidentiality; you are a superior communicator with strong written and verbal skills; you are proactive, organized, and energetic.

Key Responsibilities:

1. Policy Development Guidance:
Provide personalized mentorship to entrepreneurs to help them develop clear, concise, and effective policies for their business operations. Tailor policy documents to each client's unique business, ensuring that policies are practical and aligned with the entrepreneur's values and goals.
2. Needs Assessment:
Assess each client's business needs and challenges to determine the necessary policies and procedures required to improve operations and potentially mitigate risks.
3. Training Entrepreneurs:
Educate clients on the importance of having clear policies and procedures in place. Teach them how to communicate and enforce these policies with their team effectively.
4. Continuous Support:
Offer ongoing support, reviewing and revising policies, and helping NADF clients navigate changes in regulations or operational needs.

Qualifications and Experience Required

- a) Required: Diploma or degree in Accounting, Finance, Business Administration, or a related field.
- b) Preferred: A master's degree in accounting, Finance, or Business Administration, with demonstrated experience in bookkeeping or accounting.

- c) Experience: Minimum of 3–5 years of experience in business policy development, operations management, or compliance. Experience in mentoring, coaching, or teaching entrepreneurs or small business owners is preferred. In-depth knowledge of Ontario business regulations and compliance requirements, particularly related to small businesses and entrepreneurship.

Job Type: Full-time Term contract with an End date of March 31, 2028. *Please note that the end date is final and will not be extended.

Salary: \$76,551 – \$108,528

Location: Fort William First Nation office and/or Timmins office.

Schedule: The standard workweek for all employees is seven (7) hours per day and thirty-five (35) hours per week, Monday through Friday.

Travel: To meet program deliverables, this position requires extensive travel to northern remote and highway-access First Nation communities

Closing Date: Open Until Filled.

Apply To: To be considered for this challenging and rewarding position, please forward a detailed resume in confidence, along with a cover letter and three (3) current work-related references to recruitment@nadf.org For a full job description, visit - www.nadf.org/careers

NADF is committed to an inclusive and barrier-free work environment. Workplace accommodation is available. If contacted regarding this opportunity, please advise the Human Resources representative of the accommodation measures that must be taken to enable you to be assessed in a fair and equitable manner.





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Job Description

Job Title		Wage Band	Salary Range
Small Business Policy Writer		9	\$76,551 – \$108,528
Reports to	Department	Hours of Work	Benefits
Economic Development Manager	Economic Development	7 hours/day 35 hours/week	Savings Benefits (Retirement) Group Insurance Program

Job Overview

The Small Business Policy Writer is responsible for guiding and mentoring entrepreneurs in developing effective and comprehensive policies for their businesses. Will work closely with NADF’s small business owners and First Nation businesses located in NADF’s service area to help them develop policies and procedures that ensure their businesses run smoothly, comply with applicable regulations, and maintain operational efficiency.

The Small Business Policy Writer will have expertise in business operations, policy development, and mentoring, with a passion for helping entrepreneurs build strong, sustainable businesses.

Key Responsibilities

- 1. Policy Development Guidance:**
 Provide personalized mentorship to entrepreneurs to help them develop clear, concise, and effective policies for their business operations. Tailor policy documents to each client’s unique business, ensuring that policies are practical and aligned with the entrepreneur’s values and goals. Provide instruction on best practices for writing clear and actionable policies. Help entrepreneurs understand the legal and regulatory frameworks that may apply to their business. This includes policies on finance items, human resources, customer service, operations, health and safety, technology, insurance, and succession planning. Ensure that the policies developed adhere to all relevant local, provincial, and federal regulations, including health and safety laws, employment standards, and business ethics.
- 2. Needs Assessment:**
 Assess each client’s business needs and challenges to determine the necessary policies and procedures required to improve operations and potentially mitigate risks. Work directly with NADF clients, taking an interactive approach to coaching. Conduct one-on-one meetings, workshops, or online sessions to explain key concepts in policy writing and provide feedback on drafts.
- 3. Training Entrepreneurs:**
 Educate clients on the importance of having clear policies and procedures in place. Teach them how to communicate and enforce these policies with their team effectively. Lead group workshops or webinars for current and future NADF clients, focusing on best practices for policy development, legal compliance, and risk management. Develop and provide customizable policy templates that entrepreneurs can use to establish or update their internal documentation. Ensure templates are user-friendly and easily adaptable to various business models.
- 4. Continuous Support:**
 Offer ongoing support, reviewing and revising policies, and helping NADF clients navigate changes in regulations or operational needs. Track client progress and provide feedback on policy drafts. Ensure that clients understand how to implement and monitor the policies they create.



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5. Professional Development:

Stay informed with the latest trends and changes in policy development, legal compliance, and risk management to ensure clients receive the best possible advice and support. Share relevant updates and guide clients through any necessary adjustments to their policies.

Additional:

- a) Develop and maintain relationships with current and future NADF clients and partners outside of NADF's service area to gather best practices, develop peer networks, and align regional efforts with broader national initiatives and progress.
- b) Prepare activity reports to fulfill the requirements of funding agreements and internal reporting.
- c) Attend internal and external meetings as required.

Qualifications and Experience

- a) Required: Diploma or degree in Accounting, Finance, Business Administration, or a related field.
- b) Preferred: A master's degree in accounting, Finance, or Business Administration, with demonstrated experience in accounting and development of policies.
- c) Experience: Minimum of 3–5 years of experience in business policy development, operations management, or compliance. Experience in mentoring, coaching, or teaching entrepreneurs or small business owners is preferred. In-depth knowledge of Ontario business regulations and compliance requirements, particularly related to small businesses and entrepreneurship.

Knowledge and Skills

- a) Ability to handle confidential information and manage responsibilities with discretion.
- b) Strong communication skills, with the ability to clearly articulate complex planning information to diverse internal and external stakeholders, and tailor presentations to specific audiences.
- c) Strong presentation skills.
- d) Demonstrated experience in First Nation entrepreneurship, facilitation, research, and analysis, supported by active community involvement.
- e) Demonstrated commitment to grassroots entrepreneurship development, as well as social and economic justice.
- f) Strong problem identification and problem-solving skills.
- g) Highly organized and detail-oriented.
- h) Proficient in Office 365 and related Microsoft products, with the ability to quickly learn loan management software.
- i) Excellent customer relations and interpersonal skills, including written, verbal, and presentation communication. Proven ability to write reports and proposals, plan, organize, prioritize, delegate work effectively, and negotiate successfully to meet deadlines.
- j) The ability to work independently and collaboratively within a team consistently demonstrates professionalism, sound judgment, and a positive attitude.
- k) Ability to handle sensitive issues with diplomacy and tact.
- l) Good judgment in knowing when to take initiative and when to seek direction from the immediate manager.



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- m) Ability to manage multiple tasks and meet deadlines.
- n) General understanding of Indigenous culture and the opportunities and challenges related to business and economic development in northern Ontario.

The Employee will be Responsible For

- a) Perform the duties and responsibilities of the position to the best of their ability.
- b) Adhere to relevant legislation, as well as company policies and procedures.
- c) Protect the confidentiality and proprietary information of the company, its employees, and clients.
- d) Maintain respectful and collaborative working relationships with co-workers, clients, and stakeholders.
- e) Understand and promote the company's mission and vision.
- f) Uphold and advocate for the company's values and ethical standards.
- g) Maintain a safe work environment, ensuring the safety of themselves and others.
- η) Always present a positive and professional image of the company

Conditions of Employment

- a) Valid Class G driver's license.
- b) A reliable personal vehicle is preferred.
- c) Ability to obtain required vehicle insurance.
- d) Ability to work a flexible schedule.
- e) The ability to travel extensively will be required.

Note

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

Signatures

By signing this document, I acknowledge that I have read, understood, and agreed to the job description outlined above for my position at NADF.

Employee Name (Print)	
Employee Signature	
Date	