

## Internal-External Job Posting

NADF is seeking a dynamic individual to join our team as a **Women in Business Coordinator (WIBC)**

Established in 1987 as a not-for-profit Indigenous Financial Institution, we are dedicated to serving entrepreneurs, businesses, and First Nation communities across the region. Our wide range of services is tailored to support Indigenous business growth and economic prosperity. From providing tailored financing solutions to offering comprehensive business support services, facilitating community planning initiatives, and delivering workshops and bookkeeping training, our goal is to empower your success.

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

You are a dedicated and collaborative team player with the highest integrity and a strong commitment to maintaining confidentiality. You have strong written, verbal communication skills, and consistently demonstrate a proactive, organized, and energetic approach.

### Key Responsibilities:

1. Provide Proposal Writing, Administrative Support to Indigenous Women Entrepreneurs (IWE):
  - a) Provide proposal writing and administrative support to qualified grant and loan recipients. Research and explore new programs to ensure new financing opportunities are available to IWE clients as appropriate.
2. Co-ordinate Learning Network & Environment by:
  - a) Promoting a welcoming environment for Indigenous women and establishing relationships, responding to inquiries, and maintaining correspondence with IWEs in a professional and friendly manner.
3. Provide Small Business Lending:
  - a) Small Business Lending – explain eligibility, criteria for approval, and submission process.

### Qualifications and Experience Required:

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. 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.

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Job Type:	Contract to March 31, 2029
Wage Band/Salary Range:	Wage Band 4 / Salary Range \$54,578 - \$77,376
Location:	Fort William First Nation office and/or Timmins office
Hours of Work:	The standard work week for all employees is seven (7) hours per day and thirty-five (35) hours per week, Monday through Friday.
Travel:	The ability to travel will be required.
Closing Date:	Open Until Filled.
Attachment:	NADF Job Description – Women in Business Coordinator (WIBC)
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 <a href="mailto:recruitment@nadf.org">recruitment@nadf.org</a> <u>For a full job description, visit - <a href="http://www.nadf.org/careers">www.nadf.org/careers</a></u>

## Job Description

Job Title	Employment Status	Wage Band	Salary Range
Women in Business Coordinator (WIBC)	Regular Full-time	4	\$54,578 - \$77,376
Reports to	Department	Hours of Work	Benefits
Loans Manager	Loans	7 hours/day 35 hours/week	Savings Benefits (Retirement) Group Insurance Program

### Job Overview

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

4. Prepare Database Management Reports on activities/projects:
  - a) Review and monitor IWE activities within the respective program areas, including all workshops, webinars, and client meetings.
  - b) Use the loan management system (FaaSBank) to track inquiries, client interactions, and financing.
  - c) Managing files and optimizing the IWE database, producing reports as required on IWE activities.
5. Additional:
  - a) Attend internal or external meetings as required.
  - b) Has understanding and knowledge of the challenges and opportunities facing entrepreneurs located within NADF's catchment area.
  - c) Is aware of the economic climate and business development priorities located within NADF's catchment area.
  - d) 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**

- a) Ability to work with confidential information and confidentially manage all duties.
- b) Strong accounting, business planning, and business management skills.
- c) Strong problem-identification and problem-solving skills.
- d) Organized and detail-oriented.
- e) Experience with budgeting and financial systems/procedures.
- f) Knowledge of government loans, grants, and contribution programs as they relate to Indigenous business and economic development.
- g) Excellent knowledge and experience using Office 365 and related products Microsoft offers, and the ability to learn loan management software.
- h) Excellent customer relations, interpersonal, and communication skills (written, verbal, and presentation) include demonstrated ability to write reports and proposals, and the ability to plan, organize, and prioritize, delegate work effectively, strong negotiation skills, and prioritize meeting deadlines.
- i) Ability to work independently and as part of a team while consistently presenting a professional attitude and sound judgment.
- j) 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 about the company, its employees, and clients.



## Job Description

- 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.
- 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>Chief Executive Officer's Approval</b>	
<b>Date</b>	
<b>Employee Name (Print)</b>	
<b>Employee Signature</b>	
<b>Date</b>	