



Wakenagun CFDC, 12 Centre Road, P.O. Box 308 Moose Factory, ON P0L 1W0

## **Employment Opportunity:**

Position: Business Support Officer (BSO); Location: Moose Factory

Duration: FT Contract March 2024 (subject to funding); Closing Date: January 7, 2022 (4:00PM EST)

### **Summary**

The BSO will carry out the day-to-day operations of the Corporation's business support activities (financial and non-financial). The BSO will also work with the Investment Committee to determine appropriate investments in support of community economic development throughout the target area.

### **General Duties & Responsibilities**

1. Ensure the effective and efficient day-to-day administration of the Investment Fund especially the IWE program.
2. Assist clients in the business development process by providing counselling and support Services.
3. Prepare recommendations regarding loan requests made to the Investment Funds for the consideration of the Investment Committee (IC).
4. Provide quality delivery and administration of the Indigenous Women Entrepreneur (IWE) programs and accompanying accounting and documentation;
5. Be the point of contact and support for Indigenous women entrepreneurs (IWEs) approaching the AFI for business services or financing;
6. Be responsible for delivering business training and workshops to IWEs in the community to assist them with starting or growing their businesses;
7. Be responsible for outreach to Indigenous women in the communities the AFI serves;
8. Bear responsibility for the micro-loan program and assisting IWEs to apply and access micro-loans; and ensure effective administration of the loan management and accounting software.
9. Assist in promoting other national IWE supports including: role model campaign, grants and mentorship, gender bias and leadership training, and recognition of IWEs.
10. Promote the Investment Funds (IWE), business counselling and support services and program evaluation.
11. Work with the staff, members of the Board of Directors and external partners in a professional and productive manner.
12. Participate in staff meetings, Board of Directors meetings, professional development workshops, and other meetings/events as deemed necessary by the Executive Director and the Board.

### **Qualifications**

1. Post-Secondary education in business administration, accounting and/or employment experience in community economic development;
2. Experience in preparing and analyzing business plans and proposals and highly developed skill in financial analysis; in community economic development, entrepreneurship training, business development and retention;
3. Effective interpersonal, communication and social media skills and ability to maintain confidentiality;
4. Experience working in a Microsoft Office environment (including MS Outlook, Excel & Word);
5. Willingness to travel to remote communities

The ability to speak Cree and previous employment experience within the communities will be considered assets. Preference will be given to indigenous women candidates. Detailed job description available on request. Send resume and cover letter to [info@wakenagun.ca](mailto:info@wakenagun.ca)