



Business Support Officer

In a high productivity and fast paced environment, Community Futures Visions North, under the direction of the General Manager, the Business Support Officer will assist Indigenous Women Entrepreneurs (IWE) by providing quality delivery and administration of Indigenous Women Entrepreneur programs; be the point of contact and support for Indigenous Women Entrepreneurs; approaching the Aboriginal Financial Institute (AFI) for business services or financing; be responsible for delivering business training and workshops to IWEs in the Visions North region; be responsible for outreach to Indigenous women in the communities the AFI serves; be responsible for the micro-loan program and assisting IWEs to apply and access micro-loans; and assist in promoting other national IWE supports including: role model campaign, grants and mentorship, gender bias and leadership training, and recognition of IWEs.

Responsibilities: The major responsibility of the Business Support Officer is to assist IWEs navigate the entrepreneurial ecosystem, these include: Proposals – Provide proposal writing and administrative support to qualified grant and loan recipients as well as explore new program streams to ensure new financing opportunities are made available to IWE clients as appropriate.

Business Plans – Assist IWE clients and prospective clients with business plan development, this may involve working with external consultants.

Business Coaching – Provide direct support to IWE clients as needed, this may involve arranging for other AFI team members to deliver business coaching based on their unique expertise.

Learning Network – Assess and assist with IWE client needs for training and workshops and peer to peer learning opportunities such as small group learning circles, regional conferences, webinars, etc.

Program Evaluation and Database Management - Take a lead role in managing and optimizing the IWE database, produce reports as required on IWE activities.

Small Business Lending – Assist with activities to expand the number of qualified IWE loan customers (Manage a portfolio of IWE micro-loan customers).

Qualifications & Requirements: 3 to 5 years' experience in related context, e.g. community economic development, business finance, bank or credit union or non-profit organization is preferred; experience with budgeting and financial systems/procedures; university degree or college diploma in business administration, finance, community economic development, planning, and understanding of Indigenous histories and cultures is an asset; demonstrated experience with completion of loan and contribution program applications, excellent writing and communications skills, knowledge of community economic development programs and an understanding of social finance; experience with a variety of software programs, strong organizational, verbal, oral and written communication skills and general knowledge of accounting/marketing/business management, willing to travel to the communities in the Visions North region for training/workshops (must have a valid driver's license and an operational vehicle and maintain positive relationship with AFI's IWE clients, ensuring transactions and information received on behalf of AFI/or its employees are kept confidential).

<u>Location of Job:</u>	La Ronge, SK
<u>Term:</u>	Full-time ending March 31, 2024
<u>Salary Range:</u>	Commensurate with training and experience
<u>Closing Date:</u>	Friday, March 4, 2022
<u>Please send resumes to:</u>	Community Futures Visions North Attn: Jean Powell, Executive Administrator P.O. Box 810 La Ronge, SK S0J 1L0 Email: jean@visionsnorth.com Telephone: 306-425-2612 Fax: 306-425-2205

We thank you for your interest. However, due to the time sensitivity, only those applicants selected for an interview will be contacted. Preference will be given to Indigenous women candidates.

