

Junior Program Officer, Indigenous Women Entrepreneurship (IWE) National Aboriginal Capital Corporations Association (NACCA)

NACCA is seeking a qualified, highly motivated individual to fill the role of Junior Program Officer, Indigenous Women Entrepreneurship (IWE).

About NACCA

NACCA is the association of over 50 Aboriginal Financial Institutions (AFIs) that provide financial and business support services to Indigenous entrepreneurs across Canada. AFIs provide over \$100 million in loans annually to more than 1,250 Indigenous business clients and manage a consolidated loan portfolio of more than \$320 million.

NACCA delivers a range of programs and services to AFIs across Canada. It also supports its members by developing new financial products and services, sharing best practices, and advocating on behalf of its AFI members.

About the IWE

NACCA's Indigenous Women's Entrepreneurship (IWE) Program seeks to increase the number of Indigenous women engaging in entrepreneurship and business development in Canada. The program involves building the capacity of the AFI network and developing tools, resources and supports for Indigenous women to undertake entrepreneurship to build or grow a business.

The Position

The Junior Program Officer (IWE) will be responsible for the administration and support of the implementation of the Indigenous Women Entrepreneurship (IWE) Program.

Key Responsibilities

- Administrative support and coordination for the IWE Program
- Plan and schedule delivery of trainings to AFIs (e.g., gender bias training, leadership training) including booking travel, hotels, hospitality, and honoraria
- Support communication strategies to promote NACCA's IWE initiatives including marketing, social media, and other opportunities
- Support the development and implementation of NACCA's IWE initiative including organizing training and events

- Assist in the development and implementation of NACCA's Indigenous Youth Entrepreneurship (IYE) Initiative through providing administrative and coordination support

Qualifications and Requirements

- Bachelor's degree or equivalent experience
- Up to one year of demonstrated related experience
- Excellent communication skills with proficiency in writing and editing in English; proficiency in French is considered a strong asset
- Proficiency in MS Office
- Strong data management skills
- Excellent organizational, interpersonal, and time management skills
- Excellent cross-cultural skills
- Travel may be required, almost exclusively within Canada

Persons of Indigenous ancestry will be given preference (s. 16(1) CHRA)

This is a full-time position located in Ottawa.

Salary & Benefits

An attractive compensation package with excellent benefits including a defined benefits pension plan

NACCA is committed to an inclusive and barrier-free work environment. Workplace accommodations are available. If contacted regarding this opportunity, please advise the Human Resources representative of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Thank you to all applicants; however, only persons whose applications have been selected will be contacted.

Please send resume and cover letter to kmorris@nacca.ca