

## **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 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 Program Officer (IWE) will be responsible for supporting the development and implementation of the Indigenous Women Entrepreneurship (IWE) Program in the Aboriginal Financial Institutions (AFIs) and supporting the overall women and youth initiatives at NACCA.

### **Key Responsibilities**

- Support the development and implementation of NACCA's Indigenous Women Entrepreneurship (IWE) Initiative through development of business tools and resources, mentorship and grant programs, and training and workshops
- Support the AFIs in the delivery of the Indigenous Women Entrepreneurship (IWE) Program by reviewing proposals, creating contribution agreements, assessing applications, and ensuring reporting under the IWE program
- Support the development and implementation of NACCA's Indigenous Youth Entrepreneurship (IYE) Initiative through planning and research

### **Qualifications and Requirements**

- Bachelor's degree
- 3 to 5 years of demonstrated related experience
- Demonstrated experience managing non-profit grants and partnerships
- Proven experience in planning, developing, and delivering programs/initiatives
- Excellent communication skills with proficiency in writing and editing in English; proficiency in French is considered a strong asset
- Advanced proficiency in MS Office
- 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](mailto:kmorris@nacca.ca)**