

## **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, the National Aboriginal Capital Corporations Association, is a network of over 50 Aboriginal Financial Institutions (AFIs) dedicated to stimulating economic growth for all Indigenous people in Canada. NACCA's goal is to provide opportunities for Indigenous entrepreneurs and increase prosperity for Indigenous people in Canada.

NACCA advocates for Indigenous economic development by focusing on the following: representing the unified voice of AFIs; publishing national and regional results of AFI work; fostering partnerships and building capacity; and delivering programs, products, and services to AFIs.

### **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 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 reports, press releases, news letters and other opportunities
- Support the AFIs in the delivery of the IWE Program including maintaining reporting and processing claims and payments
- Assist with the development of programming including business tools and resources

- 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 (OHRC, section 24 (1)).**

**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 [HR@nacca.ca](mailto:HR@nacca.ca)**