

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, 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 Program Officer, IWE will be responsible for supporting the development and implementation of the 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 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 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 or equivalent experience
- 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 (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