

## **Youth Coordinator, Indigenous Youth Entrepreneurship (IYE) National Aboriginal Capital Corporations Association (NACCA)**

*NACCA is seeking a qualified, highly motivated individual to fill the role of Youth Coordinator, Indigenous Youth Entrepreneurship (IYE).*

### **About NACCA**

NACCA, the National Aboriginal Capital Corporations Association, is a network of over 50 Indigenous Financial Institutions (IFIs) 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 IFIs; publishing national and regional results of IFI work; fostering partnerships and building capacity; and delivering programs, products, and services to IFIs.

### **About the IYE Program**

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

### **The Position**

The Youth Coordinator will work closely with the NACCA Indigenous Women and Youth Program Manager to facilitate the successful implementation of the Indigenous Youth Entrepreneurship (IYE) Program through its network of Indigenous Financial Institutions (IFIs) and support the day-to-day operations of the ADAWE Business Hub in Ottawa, ON.

### **Key Responsibilities**

- Assist in developing programming for Indigenous youth entrepreneurs by contributing to the creation of training programs, business tools, and resources for youth entrepreneurs.
- Assist in the development and implementation of funding frameworks for the IYE Program.
- Serve as a point of contact for the National Indigenous Youth Business Advisory Council.
- Support partnership development with IFIs, organizations, funders, and stakeholders in the entrepreneurship community.
- Organize and support programs and events related to the IYE Program in addition to events hosted at the ADAWE Hub.
- Assist with youth-focused activities at NACCA's Indigenous Prosperity Forum.
- Provide timely reports on program development and assist in preparing information for reporting and presentations.

- Ensure a welcoming environment at the ADAWEE Hub and provide tours to visitors.
- Assist members in utilizing the tech library and production studio equipment.
- Collaborate to update the ADAWEE Hub's website with relevant content and create graphics for promotional materials and social media posts.

#### **Qualifications and Requirements**

- Bachelor's degree or equivalent experience.
- Minimum three (3) years of demonstrated experience in a similar role.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Organizational and time management skills.
- Data management skills.
- Using digital tools, including social media platforms, email, and Google Suite.
- Basic graphic design skills using tools like Canva.
- Passion for supporting Indigenous entrepreneurs and fostering a nurturing environment.
- Strong understanding of Indigenous cultures and histories.
- Works independently and ability to meet time sensitive deadlines.
- Expertise with MS Office, including Excel and PowerPoint
- Prior experience in event support, customer service, or community engagement is a plus.

**Persons of Indigenous ancestry will be given preference (OHRC, section 24 (1)).**

**This is a full-time position located in Ottawa, ON.**

#### **Salary & Benefits**

An attractive compensation package with excellent benefits including a defined benefits pension plan. Workplace environment and benefits focused on Indigenous culture and sensitivity. NACCA proudly supports and encourages ongoing training, professional development, and continuous learning for all our employees.

*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 submit resume and cover letter to [HumanResources@nacca.ca](mailto:HumanResources@nacca.ca).**