



**Internal - External Posting**  
Contract to August 31, 2023  
Salary Range: \$63,835 - \$90,500

NADF is seeking a dynamic individual to join our team as an **Economic Development Coordinator in our Fort William First Nation office.**

Established in 1987, NADF is a results-oriented Aboriginal organization delivering programs and services that support and empower Aboriginal peoples and First Nation communities in Northern Ontario to pursue business and community economic development opportunities.

The Economic Development Coordinator is responsible for developing and delivering a number of economic developments, business and capacity development supports, tools, and resources for First Nation communities and clients in Northern Ontario.

You are a self-starter and a dedicated team player; you have the highest integrity and ability to maintain confidentiality; you are a superior communicator with strong written and verbal skills; you are proactive, organized, and energetic. The standard work week is thirty-five (35) hours per work week and the office hours will be from 9:00 a.m. to 5:00 p.m., Monday to Friday.

#### **Job Duties and Responsibilities:**

1. Coordinates the development and implementation of an Aboriginal Business Incubator or related program at NADF, serving First Nation communities and people in the NADF service area. This includes identifying and providing targeted, one on one business development and mentorship supports to individuals, communities, and/or partnerships.
2. Coordinates the development and delivery of presentations, workshop, toolkit, and other capacity development materials related to Community Economic Development (CED) with a specific focus on aboriginal economic & business development.
3. Identifies, coordinates, and supports new business and partnership development opportunities and proposals from First Nation clients in the NADF service area.

#### **Qualifications:**

- A Bachelor's degree in Business Management, Business Administration, and/or Community Economic Development, and/or a relevant degree.
- A minimum of ten (10) years of experience in business and economic development.
- Proficient in Microsoft Office 365 and Adobe design software Strong organizational skills, and key attention to detail.
- Ability to manage competing priorities.
- Ability to work well in a team environment.
- Ability to work a flexible schedule.

NADF encourages applications from all qualified candidates including women, men, Aboriginal peoples, persons with disabilities, and visible minorities. While we appreciate all applications for this position, only those who are selected for an interview will be contacted. For a full job description, visit [www.nadf.org/careers.org](http://www.nadf.org/careers.org). Please forward a detailed resume in confidence, along with 3 work-related references with a cover letter to [recruitment@nadf.org](mailto:recruitment@nadf.org). Closing date: November 23, 2022, by 4:30 p.m. EDT



**Community Futures Development Corporation**  
**Société d'aide au développement des collectivités**