



Job Posting:

Business Support Officer

La Ronge, SK 8:00 am to 4:00 pm

In a high productivity and fast paced environment, Community Futures Visions North, under the direction of the General Manager, the Business Support Officer will assist Indigenous Women Entrepreneurs (IWE) by providing quality delivery and administration of Indigenous Women Entrepreneur programs; be the point of contact and support for Indigenous Women Entrepreneurs; approaching the Indigenous Financial Institute (IFI) for business services or financing; be responsible for delivering business training and workshops to IWEs in the Visions North region; be responsible for outreach to Indigenous women in the communities the IFI serves; be responsible for the micro-loan program and assisting IWEs to apply and access micro-loans; and assist in promoting other national IWE supports including: role model campaign, grants and mentorship, gender bias and leadership training, and recognition of IWEs.

Responsibilities: The major responsibility of the Business Support officer is to assist IWEs navigate the entrepreneurial ecosystem, these include:

Proposals, business plans, business coaching, learning network, program evaluation and database management and small business lending.

Qualifications & Requirements: Experience in related context, e.g. community economic development, business finance, bank or credit union or non-profit organization is preferred; experience with budgeting and financial systems/procedures; university degree or college diploma in business administration, finance, community economic development, planning, and understanding of

Indigenous histories and cultures is an asset; demonstrated experience with completion of loan and contribution program applications, excellent writing skills and communication skills, knowledge of community economic development programs and an understanding of social finance; experience with a variety of software programs, strong organizational, verbal, oral and written communication skills and general knowledge of accounting/marketing/business management, willing to travel to communities in the Visions North region for training/workshops. Must have a valid driver's license and an operational vehicle and maintain a positive relationship with IFI's IWE clients, ensuring transactions and information received on behalf of the IFI/or its employees are kept confidential.

Location: La Ronge, SK.
Term: Full time ending March 31, 2025
Salary: Commensurate with training and experience
Closing date: September 6, 2023
Please submit resumes to: Community Futures Visions North
Attn: Jean Powell, Executive Administrator
Box 810, 711 La Ronge Avenue, La Ronge, SK S0J 1L0
Email: visionsnorth@visionsnorth.com
Telephone: 306-425-2612 Fax: 306-425-2205

We thank you for your interest. However, only those applicants selected for an interview will be contacted.

