



## **EMPLOYMENT OPPORTUNITY**

### **Canadian Council for Aboriginal Business (CCAB)**

#### **Program Coordinator**

CCAB invites applications for the full-time position of Program Coordinator supporting the Tools and Financing for Aboriginal Business (TFAB) program. If you are a hardworking, creative and a career oriented self-starter who is committed to working for the benefit of the Aboriginal community – we want to hear from you!

CCAB is a national nonprofit organization founded in 1984, which is committed to the full time participation of Aboriginal peoples in the Canadian economy. CCAB offers knowledge resources and programs to both business Canada and the Aboriginal owned member companies to help foster relationships and economic opportunity in Canada.

Reporting to the Manager, Innovation and Entrepreneurship you will be coordinating the day to day operational aspects of the TFAB program including event planning and marketing activities.

#### **Duties and Responsibilities**

- Coordination of the day to day operational aspects of the TFAB program
- Plan and coordinate TFAB events
- Collaborate with CCAB's Marketing Team to promote the TFAB program, particularly upcoming events
- Addressing inbound enquiries received via the TFAB inbox
- Providing customer service support to TFAB users including Aboriginal entrepreneurs and CCAB member companies
- Adding and updating content on the TFAB website
- Assisting with the development of TFAB marketing materials, presentations and reports
- Tracking program budget expenditures for monthly reporting
- Continuous improvement of TFAB program processes
- Maintaining an accurate and up-to-date programs database, content and customer management systems
- Collaborate with CCAB colleagues on activities that support CCAB's vision, mission and goals
- All other duties as assigned

## Qualifications and attributes

- Post-secondary diploma/degree or relevant work experience
- Minimum one to two years of relevant experience
- Strong planning and organizational skills
- Excellent written and verbal communication
- Exceptional customer service and stakeholder management
- High proficiency with Microsoft Office, particularly Outlook, Excel, PowerPoint and Word as well as excellent computer skills
- Effective interpersonal skills and a collaborative working style
- Previous knowledge or experience with content management systems and sales management systems is preferred
- Experience with entrepreneurship programs is an asset
- Good judgement, discretion, tact and the ability to work easily with senior leaders within the charitable, government and business sectors
- Ability to work independently without close supervision
- Established connections within the Aboriginal business community, corporate Canada and Government is an asset

## Compensation

This is a full-time contract position commencing in July 2017 until December 2017 with the opportunity to extend, working 35 hours per week, Monday through Friday at the rate of \$18 per hour.

Those qualified are asked to submit a cover letter with a resume, outlining professional experience and suitability for this position to [hr@ccab.com](mailto:hr@ccab.com). **The deadline to apply for the position is June 28, 2017.**

Information regarding CCAB is available at [www.ccab.com](http://www.ccab.com)

We thank all applicants in advance however only those invited to be interviewed will be contacted. **Please no telephone calls.**