

EMPLOYMENT OPPORTUNITY

Program Coordinator – Tools and Financing for Aboriginal Business (TFAB)

Canadian Council for Aboriginal Business (CCAB)

1 Year Contract

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

CCAB is the national voice for Indigenous economic development in Canada and by supporting Indigenous employment, this furthers our voice on the national scale. Without knowledgeable staff supporting us, our organization would not exist.

This position provides a key steppingstone for Indigenous employees, who will improve their professional, organizational, and communication skills, while gaining exposure to the wider Indigenous business community.

[TFAB](#) provides practical tools, training, and networks to help you grow your business.

Its easy to access online portal provides Indigenous entrepreneurs with practical business tools, expertise, training, and networks enabling these entrepreneurs to strengthen and grow their businesses. Through TFAB, Indigenous businesses, entrepreneurs, and communities have access to:

- A growing library of practical business tools and resources
- Interactive business skills development podcasts
- A growing catalogue of previous TFAB podcasts - NEW -
- Access to Indigenous business networking events held in cities across Canada

CCAB developed TFAB in response to insights gained from our research into the key needs and challenges Indigenous entrepreneurs face when starting or growing their businesses. Our research found that in 2016, an estimated 43,000 Indigenous businesses contributed \$12 billion to national income. To support this growing Indigenous economy, TFAB has transformed into an important resource for Indigenous and non-Indigenous businesses striving for mutual success across Canada.

Key Responsibilities

- TFAB event planning and coordination
- Collaborate with marketing team
- promote TFAB program and events
- Address inbound enquiries via the TFAB Market place
- Customer service and stakeholder management of TFAB
- Update TFAB website content
- Develop TFAB marketing materials, presentations, and reports
- Track program budget expenditures

- Maintain programs database, content and customer management systems

Skills & Work Experience

- Post-secondary diploma/degree or 2 years 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 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 Indigenous business community, corporate Canada and Government is an asset

This is a 1-year contract, full-time position with hours from 9am – 5 pm, Monday through Friday. Those qualified are asked to submit a cover letter with a resume, outlining experience and suitability for the position to hr@ccab.com. **The application deadline has been extended to Wednesday, December 16th.**

We encourage applications from qualified First Nations, Inuit and Métis people and all others interested in the position.

Please note: You must be registered or be eligible to register with Miziwe Biik Aboriginal Employment and Training in order to be considered for this opportunity.

Information regarding CCAB is available at www.ccab.com

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

Service
Canada



Miziwe Biik
Aboriginal Employment and Training