



# SHOONIYAA WA-BIITONG

## EMPLOYMENT OPPORTUNITY

### FULL-TIME SELF EMPLOYMENT ADVISOR

Shoonyaa Wa-Biitong requires a conscientious, entrepreneurial/career-minded Self Employment Advisor to become part of a team providing a suite of programs and services to Treaty #3 First Nations and their members towards creating self employment opportunities by starting a business for themselves. The Self Employment Advisor delivers the program by providing various types of support during the initial development phase of the business including financial assistance, coaching and ongoing technical advice.

The Self Employment Advisor will work with a wide range of agencies, local government, and other partners to deliver tailored support for individuals into gaining sustainable self-employment business opportunities with the potential to create additional job creation. Responsible for a caseload, the Self-Employment Advisor will manage clients through a business start-up, feasibility of business idea, coaching them in development of a business plan and identifying the support required to improve their confidence/knowledge or remove barriers to business start-up progression and help them navigate a wide range programs and services. A key role is also developing and manage the relationships with the referrals organizations and generate appropriate referrals to programs.

#### **Duties:**

- Market the Self Employment program within the Treaty #3 territory.
- Design and deliver an annual program aimed at fostering Youth entrepreneurship
- Advise and support individuals through ongoing technical advice tailored to their needs.
- Provide support that is identified during the application process.
- Coaching that is tailored to meet individual client needs and can include subjects such as business plan development, accounting, and marketing.
- Development of workshops to build the capacity of entrepreneurs
- Networking and referral with other agencies that support the entrepreneur.
- Ongoing support of Treaty #3 entrepreneurs to ensure their continued success.
- Collection of client data that builds an inventory of Treaty #3 businesses.
- Other duties involve accurate client record keeping and providing regular progress reports to meet funding requirements.
- Travel as required to perform role and promote program.

#### **Qualifications:**

- A post-secondary diploma in Business or a relevant field of study.
- Experience in business plan development with knowledge of business accounting, marketing, human resource required in a business setting.
- Previous experience utilizing a case management model is desired to monitor and manage key milestones

- Knowledge of available community and business start-up resources in our service delivery area in the Treaty #3 Territory.
- Excellent verbal, written communication and presentation skills.
- A well-defined sense of diplomacy, including conflict resolution and people management skills.
- High degree of resourcefulness, flexibility, and adaptability.
- Able to plan, organize work effectively and ensure its quality and completion.
- Computer literacy, including effective working skills of MS Word, Excel and Outlook required.
- Excellent facilitation and information sessions using a variety of multi-media platforms
- Commitment to teamwork and team building skills.
- Strong morals and ethics, along with a commitment to privacy and confidentiality.
- Experience working in an Anishinaabe organization - ability to understand and speak Anishinaabemowin an asset.

The position situated in Kenora head office or the Eastern Office (Nanicost Complex) depending on residency.

Posting remains open until position filled.

Please submit your resume with a cover letter to:

**Hiring Committee – Shooniyaa Wa-Biitong**

**P.O. Box 2909, 580 Lakeview Drive**

**Kenora, ON P9N 3X8**

**Fax: 807-468-1813**

**E-Mail: [eaadmin@shooniyaa.org](mailto:eaadmin@shooniyaa.org)**

We wish to thank all applicants, however, only those selected for an interview will be acknowledged. Please note Anishinaabe traditional protocols are practiced within the work environment and involve cultural ceremonies and burning sacred medicines including tobacco, sweetgrass, sage and cedar.