



SHOONIYAA WA-BIITONG

EMPLOYMENT OPPORTUNITY

FULL-TIME SELF EMPLOYMENT ADVISOR

Shoonyaa Wa-Biitong requires a conscientious, career-minded Self Employment Advisor to become part of a team that provides programs and services to Treaty #3 First Nations and their members in their employment and training goals. The Self Employment program assists individuals to create a job for themselves by starting a new business. 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.

Duties:

- Market the Self Employment program within the Treaty #3 territory.
- 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 each entrepreneur.
- 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.

Qualifications:

- A post-secondary diploma in Business or a relevant field of study.
- Experience in business plan development, accounting and marketing, or career counselling.
- Previous experience utilizing a case management model is desired.
- Knowledge of available community resources in our service delivery area in the Treaty #3 Territory.
- Excellent verbal and written communication 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 completion.
- Computer literacy, including effective working skills of MS Word, Excel and Outlook required.
- Excellent facilitation, 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.

This position is open until filled. Please submit your resume with a cover letter to:

Hiring Committee – Shoonyaa Wa-Biitong

P.O. Box 2909, 580 Lakeview Drive

Kenora, ON P9N 3X8

Fax: 807-468-1813

E-Mail: eaadmin@shoonyaa.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.