



Internal - External Posting

Contract to August 31, 2023

Salary Range: \$43,117 - \$61,128

NADF is seeking a dynamic individual to join our team as an **Assistant Project Coordinator in our Thunder Bay office.**

Established in 1987, NADF is a results-oriented Aboriginal organization delivering programs and services that support and empower Aboriginal peoples and First Nation communities in Northern Ontario to pursue business and community economic development opportunities.

The Assistant Project Coordinator will provide coordination and logistics support to the Nishnawbe Maajijikaywin and Marketing departments.

You are a self-starter and a dedicated team player; you have the highest integrity and ability to maintain confidentiality; you are a superior communicator with strong written and verbal skills; you are proactive, organized, and energetic. The standard work week is thirty-five (35) hours per work week and the office hours will be from 9:00 a.m. to 5:00 p.m., Monday to Friday.

Responsibilities:

Logistics/Project Coordination Support

- Assist with the development and coordination of an Indigenous Business Incubator or related program at NADF, serving Aboriginal communities and people in NADF Operating Area.
- Assist with the delivery of a presentation, workshop, toolkit, and other capacity development materials related to Indigenous Economic Development and Comprehensive Community Planning (CCP).

Marketing and Administrative Support

- Undertake daily administrative tasks to ensure the functionality and coordination of the department's activities.
- Support the marketing team with developing and implementing marketing campaigns.
- Assist in planning and coordinating events such as board meetings, special events, webinars, and tradeshow.

Qualifications:

- A Bachelor's Degree in Business Admin, Project Management, or a related field.
- Minimum two (2) years of administrative, coordination, and/or project management experience.
- Excellent knowledge and experience using Office 365 and related products Microsoft offers and the ability to learn loan management software.
- Strong organizational skills, and key attention to detail.
- Ability to manage competing priorities.
- Ability to work well in a team environment.
- Ability to work a flexible schedule.

NADF encourages applications from all qualified candidates including women, men, Aboriginal peoples, persons with disabilities, and visible minorities. While we appreciate all applications for this position, only those who are selected for an interview will be contacted. For a full job description, visit www.nadf.org/careers.org. Please forward a detailed resume in confidence, along with 3 work-related references with a cover letter to recruitment@nadf.org. Closing date: October 26, 2022, by 4:30 p.m. EDT

