

EMPLOYMENT OPPORTUNITY (INTERNAL POSTING)

Position: Business Support Program Assistant (full-time)
Department: Matawa Economic Development
Contract: Two-year contract with possibility of renewal
Salary: Pay will be commensurate with experience and ability

Job Summary:

The Business Support Program Assistant will assist in print and electronic communications for the business support program, assist in producing marketing and promotional materials, administrative duties, and management of clientele database, internal communications with other departments, update member community-related activities. The role further enhances the capacity of the newly established Business Support Program in support of the member First Nations, their elected leadership and Chief Executive Officer and Program Managers.

Qualifications:

Education / Experience

The incumbent must have a post-secondary diploma or degree in Business, Finance or Accounting. Strong accounting and business management skills are required to carry out the project. The Business Support Program Assistant must be detail oriented, organized, optimistic and able to work both independently and as member of a team.

Skills

The incumbent must demonstrate the following skills:

- knowledge of business plans and initiatives
- Team building skills
- Analytical and problem-solving skills, decision making skills,
- Stress and time management skills
- Effective verbal, presentation and listening communications skills
- Effective written communications skills
- Experience working within Aboriginal communities or with Aboriginal clients.
- Experience with supporting project planning/implementation processes.
- Experience in on-site training would be considered as an asset.
- Ability to manage multiple assignments and meet deadlines.
- Strong Computer skills including the ability to operate computerized accounting, excellent knowledge in the access software program, excel spreadsheets, word-processing, graphics and website development programs at a highly proficient level



How to apply:

Please submit cover letter with resume and (3) employment references to:

Matawa First Nations Management
RE: Business Support Program Assistant,
Economic Development Department
233 South Court Street, Thunder Bay ON P7B 2X9
Or Fax to: (807) 344-2977
Email: bedwards@matawa.on.ca

Closing Date: Tuesday, October 17, 2017, 4:30 pm (EST)

Only those candidates chosen for an interview will be contacted.

For the full job description please visit our website: www.matawa.on.ca.