



## **Burns Lake Native Development Corporation**

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### **Junior Indigenous Business Officer**

#### **Indigenous Women's Entrepreneurship (IWE) Program**

**Location:** Burns Lake Native Development Corporation  
**Employment Type:** Full-time, 4-Year Term Contract  
**Closing Date:** April 30, 2025

#### **About the Indigenous Women's Entrepreneurship (IWE) Program:**

The IWE Program is a groundbreaking initiative launched across 32 Indigenous Financial Institutions (IFIs) in Canada. Designed to support Indigenous women in business, the program provides access to dedicated Business Support Officers, workshops, training, and micro-loans to help start and grow businesses.

Developed in partnership with Indigenous Services Canada (ISC) and National Aboriginal Capital Corporations Association (NACCA), the program aims to remove barriers Indigenous women face in entrepreneurship, ensuring they have the training, resources, and capital needed to thrive.

#### **Position Overview:**

We are seeking a highly motivated and experienced **Junior Indigenous Business Officer** to oversee and manage the IWE Program over the next three years. The Junior Indigenous Officer will be responsible for the successful coordination and implementation of program initiatives, stakeholder engagement, reporting, and ensuring Indigenous women entrepreneurs receive the support they need to succeed.

#### **Key Responsibilities:**

- Lead the implementation and management of the IWE Program with Burns Lake Native Development Corporation.
- Work closely with Business Support Officers to ensure program participants receive guidance, training, and financial resources.
- Develop and oversee program workshops, training sessions, and networking events.
- Monitor program performance and impact, ensuring objectives and outcomes are met.
- Prepare reports, evaluations, and recommendations to enhance program effectiveness.
- Engage with Indigenous women entrepreneurs to understand challenges and opportunities.
- Foster relationships with Indigenous communities and business leaders.

**Qualifications & Experience:**

- Strong knowledge of Indigenous business development, economic development, or entrepreneurship.
- Experience managing programs, projects, or initiatives, particularly in Indigenous communities.
- Excellent communication, leadership, and organizational skills.
- Experience working with Indigenous organizations, financial institutions, or government programs is an asset.
- Ability to build relationships with diverse stakeholders, including Indigenous entrepreneurs and funding partners.
- Knowledge of micro-loan programs and business support services is an asset.
- A post-secondary degree in business, economic development, or a related field is preferred but not required. Equivalent experience will be considered.

**Why Join Us?**

- Be part of a transformative program empowering Indigenous women entrepreneurs.
- Work with a passionate team dedicated to economic development in Indigenous communities.
- Starting Compensation \$40,000.00 – \$50,000.00 annually based on qualifications and experience. Full benefits package.
- Opportunity to make a lasting impact in Indigenous business development.

**How to Apply:**

Interested candidates are invited to submit their resume and cover letter outlining their experience and qualifications to Chantal Tom at [ctom@blndc.ca](mailto:ctom@blndc.ca)

**Application Deadline:** April 30, 2025

We strongly encourage applications from Indigenous women candidates and those with experience working with Indigenous communities.