



SHEGUIANDAH FIRST NATION JOB POSTING

Position:	Business Development Coordinator
Location:	Health Centre
Accountability:	Economic Development Officer/Director of Operations
Employment Status:	1-Year Term-Contract
Hours of Work:	Administration Hours (8:30am-4:30pm)
Tentative Start Date:	January 26, 2026 – January 22, 2027

Position Summary

The Business Development Coordinator is responsible for the design, delivery, coordination, and ongoing development of the Sheguiandah First Nation Entrepreneurship Program. This position supports aspiring and existing entrepreneurs by providing training coordination, mentorship facilitation, individualized business supports, and resource development. The Coordinator plays a key role in building community capacity, supporting inclusive economic development, and ensuring the program reflects community values and priorities.

KEY RESPONSIBILITIES

Program Coordination and Delivery

- Coordinate and deliver entrepreneurship programming, including online training sessions, webinars, workshops, and one-on-one coaching.
- Support participants through all stages of business development, from idea generation to start-up and growth.
- Ensure program activities are accessible, inclusive, and culturally grounded.
- Manage participant intake, scheduling, tracking progress, and follow-up supports.

Business Support and Mentorship

- Provide individualized guidance to participants on business planning, budgeting, marketing, digital tools, and operations management.
- Connect participants with mentors, subject-matter experts, and external business support organizations as needed.
- Support the integration of traditional knowledge, cultural values, and community priorities into business ideas and practices.

Resource and Toolkit Development

- Lead the development of program toolkits in booklet format, including Business Start-Up Toolkit, Marketing and Branding Toolkit, Funding and Resource Toolkit.
- Ensure toolkits are practical, user-friendly, culturally relevant, and accessible to community members.
- Update and adapt resources based on participant feedback and emerging needs.

Equipment Lending Hub Coordination

- Coordinate access to laptops and related equipment through the program's lending hub.
- Track equipment usage, ensure proper care, and support participants in using digital tools effectively.

Community Engagement and Outreach

- Promote the Entrepreneurship Program within the entire membership through outreach, information sessions, and collaboration with other departments and partners.
- Build and maintain positive relationships with community members, leadership, and external stakeholders.
- Encourage participation from individuals facing barriers to employment or entrepreneurship.

Administration, Reporting, and Accountability

- Maintain accurate program records, participant data, and activity reports.
- Monitor outcomes, track success indicators, and contribute to reporting requirements.
- Assist with program evaluation and continuous improvement.



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Skills & Competencies:

- Strong communication and relationship building skills
- Strong organizational skills and attention to detail
- Respectful, reliable, and able to work with confidentiality
- Ability and desire to learn new skills and retain knowledge.
- Problem-solving, adaptability and multi-tasking skills.
- Cultural Awareness and respect
- Strong interpersonal and mentoring skills
- Confidentiality and professionalism

Qualifications:

- Post-secondary education in business administration, economic development, entrepreneurship, or related field, or a combination of education and relevant experience.
- Experience supporting small businesses, entrepreneurs, or community economic development initiatives.
- Demonstrated knowledge of business planning, marketing, budgeting, and basic financial concepts.
- Demonstrated strong organizational, facilitation, and communication skills.
- Ability to work independently and manage multiple priorities
- Experience working with First Nation communities and an understanding of First Nation values, cultures, and community-based approaches is a strong asset.
- Proficiency with digital tools, online learning platforms, and basic office software.

Additional Requirements:

- Willingness to work some evenings and weekends.
- Willingness to travel within and outside the community when required.
- Excellent interpersonal, communication, organizational, and administrative skills.
- Ability to work independently and collaboratively in a team environment.
- Proficient computer skills.
- Maintain confidentiality.
- Knowledge of Sheguiandah First Nation organization, and buildings.
- Current CPR/First Aid Certification.
- Valid Class "G" Drivers License with access to reliable vehicle.
- Fluency in Anishinabemowin or willingness to learn.
- 30-day current Criminal Record Check is required.

Criminal Reference Check (CRC) Rationale: Sheguiandah First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Applicants must have record clear and/or dated of convictions relating to fraud, drugs, assault and theft. The CRC must be current (30 days) and the original document.

Interested applicants must submit cover letter, resume, three (3) current references and education certifications to:

Confidential: Business Development Coordinator

c/o Human Resources

reception@sheguiandahfn.ca

142 Ogemah Miikan, Sheguiandah, ON P0P 1W0

Phone: (705) 368-2781 Fax: (705) 368-3697

For a job description, please contact hrassistant@sheguiandahfn.ca or by calling (705) 368-2781. Miigwetch to all applicants for their interest, but only those selected for an interview will be contacted.