

# Employment Opportunities



**Position:** Small Business Coordinator  
**Service Area:** Director of Government and Industry Relations  
**Location:** Siksika Nation Tribal Administration  
**Salary:** Based on Education and Experience  
**Date Posted:** May 7, 2024  
**Closing Date:** May 21, 2024  
**Competition Number:** DGIRSBC-01-05-07-24

## POSITION SUMMARY:

The Small Business Coordinator works with Siksika members interested in entrepreneurial initiatives. The incumbent provides coordination, training, research, consulting services, advice, and support on the various facets of small business such as Business Planning, Management, Marketing, Operations, and Finance.

## DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Performs all duties and responsibilities in accordance with the Siksika Nation Tribal Administration Policies and Procedures Manual, and the Siksika Small Business Grant Program Policies and Procedures.
- Discusses various funding programs and training initiatives with entrepreneurs that come to the Department.
- Interviews entrepreneurs and provides initial feedback on ideas or plans for ventures.
- Distributes and collects application forms and pamphlets explaining how to prepare a Business Plan to individuals applying for a Small Business Grant.
- Enrolls individuals in training programs, if interested and eligible.

## MINIMUM QUALIFICATIONS:

### Required Knowledge, Skills, and Abilities

- Must be innovative and insightful in problem solving.
- Must possess excellent research, management, organizational, and analytical skills.
- Must have financial, budgeting, planning, and computer skills (Word Processing, Spreadsheet, PowerPoint, Teams, Zoom)
- Must have excellent public relations and interpersonal skills.
- Must be enthusiastic, motivated, dependable, and able to work unsupervised and as part of a team.
- Must possess excellent written, verbal and presentation skills.
- Must understand current Indigenous socioeconomic issues on/off reserve.
- An ability to communicate in Blackfoot would be an asset.

### Education and Experience

- Must have a minimum of a Business Administration/Management Diploma and two years related work experience.
- A Combination of relevant experience and education may be considered.
- Must have a valid driver's license and a reliable mode of transportation.
- Current Criminal Record Check.

EMAIL [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) To Apply, Receive a Job Description or Employment Application form.

CALL 403-734-5567 or 403-734-5579 to learn more.

WEBSITE [www.siksikanation.com](http://www.siksikanation.com)

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.