



Shooneyaa Wa-Biitong Employment Opportunity

Self-Employment Advisor – Full-time

37.5 hours/week, Monday – Friday

Location: Kenora Head Office or Agency #1 Office (Fort Frances)

Salary Range: \$60,000-\$65,000 (determined by education and professional experience)

Health Benefits: 100% Employer paid **Pension:** commences after 90 days of employment

Position Overview:

The Self-Employment Advisor supports Shooneyaa Wa-Biitong clients by helping them develop self-employment and job-seeking skills through personalized case management. The role includes assessing clients' skills, guiding them toward suitable business opportunities, and providing financial support, coaching, and technical advice during the early stages of business development. The advisor also helps clients build effective job-search habits and professional skills, maintains accurate records and progress reports, and works with external organizations to create employment and self-employment opportunities. The overall goal is to promote sustainable economic growth and employment within Treaty #3 First Nations communities.

Core Responsibilities:

- Self-employment Assessments and Support Services
- Employer Relations and Opportunity Development
- Program Administration and Monitoring
- Data Management and Reporting

Qualifications:

- Post-Secondary education in related field or a minimum of 2 years of work experience in business counselling, and/or equivalent experience
- Strong business plan development skills and the ability to assist clients with all stages of business development
- Experience in budgeting, forecasting, monitoring, and reporting
- Knowledge of First Nations community-based Economic Development Programs
- Demonstrated facilitation skills for workshop delivery and design
- Strong administrative, organizational, written and communication skills
- Possess research and analytical skills
- Excellent computer skills (Microsoft Office applications and databases)
- May need to successfully obtain the HRSDC/Service Canada Security Clearance
- Understanding of Anishinaabe traditions, and beliefs with the ability to implement cultural values and practices within the delivery of services; Ability to speak Anishinaabemowin is an asset
- Must have valid driver's license, access to a vehicle and availability to travel
- Familiarity of Treaty #3 communities and organizations; experience working for an Indigenous organization.

Application Instructions: Please submit your cover letter, resume and three (3) work-related references with permission to contact to:

Melanie McPherson, Administrative Lead, Shooneyaa Wa-Biitong

email: melanie.mcpherson@shooneyaa.org **Subject Line:** Self-Employment Advisor

This position is open until a suitable candidate is selected. We thank all applicants but only those selected for an interview will be contacted.