



BUSINESS DEVELOPMENT TRAINEE

Summary

The Business Development Trainee (the “Trainee”) will work closely with senior team members to understand business needs and contribute to acquiring new clients/projects/partnerships. The Trainee will support Mississaugas of the Credit Business LP’s (MCB-LP) growth by researching markets, identifying potential clients and assisting in marketing efforts of MCB-LP.

Reporting

The Business Development Trainee reports to the Director of Business Development.

Work Location

This position is based at the corporate office of MCB-LP located at 78 1st Line, New Credit Retail Plaza, Mississaugas of the Credit First Nation Hagersville, Ontario

Essential Duties and Responsibilities

1. Business Development
 - Assist in identifying business development and partnership opportunities in specific business sectors.
 - Undertake research and analysis of prospective business opportunities and partners.
 - Prepare reports, briefing notes, and recommendations that will support the evaluation of business opportunities by Management and Board of Directors.
2. Marketing
 - Assist in marketing efforts for MCB-LP.
 - Development and maintenance of the MCB-LP website, social media accounts, and other marketing materials as it pertains to Business Development
 - Identify and participate in networking activities and events/opportunities for the marketing and promotion of MCB-LP.
3. Reporting
 - Ensure that identified business opportunities and partnerships are evaluated under the MCB-LP Business Approval Framework.
 - Assist in monitoring and reporting on the status of established partnerships and approved projects to Management and the Board of Directors.
4. Coordination of Technical Support/Advisory Services
 - Assist the Director of Business Development, and in coordination with the CEO, in coordinating the activities of the external technical support or advisors to support business development activities.
5. External Relations
 - In coordination with the CEO, support engagement with external stakeholders including governments, prospective business partners, financial institutions, and any other identified stakeholders to advance MCB-LP’s interests.



- Conduct environmental scans to support decision making by Management and the Board of Directors with the aim of contributing to the future success of the Corporation.
- Help maintain and strengthen relationships with existing partners.

Education and Experience

Candidates with a relevant combination of post-secondary education and work experience are invited to apply for this position.

Minimum Requirements:

- Post Secondary Education in business or commerce.
- One (1) year of business experience with the desire to learn indigenous/industry partnership development.
- Flexible (extra hours may be required on occasion)

Candidates with any combination of the following knowledge are encouraged to apply.

- Business/Partnership development best practices, marketing principles
- Understanding of public/private sector partnership considerations,
- Understanding of community governance, history, culture, and traditions of First Nations and preferably the Mississaugas of the Credit First Nation

Skills/Abilities

- Market Research, Networking and Public Speaking
- Strong communication and interpersonal skills
- Proficiency in MS Office, including but not limited to, Word, Excel, PowerPoint, Outlook
- Ability to multi-task and work productively in an evolving workplace environment
- Ability to work with minimal supervision in an entrepreneurial setting
- Ability to maintain confidentiality and use discretion as required
- Quickly learn new skills and adapt to changing business needs.
- Ability to promote and participate in a safe, healthy, and respectful working environment

Additional Considerations

IMPACT OF ERROR

Error in judgement may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to MCB-LP.

CULTURE

The purpose of MCBC is to create economic benefits, employment for community members and generate wealth for the Mississaugas of the Credit First Nation (MCFN). MCB-LP will pursue economic self-sufficiency without sacrificing the cultural values and integrity of the MCFN.

All candidates are encouraged to apply. Applicants from Mississaugas of the Credit First Nation and other First Nations will be given preference to deliver services in a First nations Community.

MCB-LP is an equal opportunity employer, committed to workplace diversity and provides accommodations to applicants with disabilities throughout the hiring process. If you require accommodation, please contact Human Resources.

MCBLP



Apply

If you are interested in bringing your experience and passion for this role to MCBLP, please email your covering letter and resume in complete confidence by September 19, 2025 to humanresources@mncbc.ca.