



Job Advertisement: Indigenous Business Support Officer

Are you a proactive, community-minded problem solver with a heart for Indigenous prosperity? Two Rivers Community Development Centre is seeking an **Indigenous Business Support Officer** to help Indigenous entrepreneurs in First Nations communities and urban centres such as the GTA access funding, grow their businesses, and build sustainable success.

The Organization

The Two Rivers Community Development Centre (Two Rivers) is an Aboriginal Financial Institution that supports Indigenous entrepreneurs in South/Central Ontario. Our vision is to build Aboriginal prosperity by providing financial support and business advisory services to Indigenous owned and controlled businesses in our service area.

Primary Contribution

Working with the Senior Loans Manager and CEO, the **Indigenous Business Support Officer** guides entrepreneurs through every stage of their business journey—from early planning and loan applications to post-funding follow-up and community outreach.

Responsibilities

- **Client Relationship Stewardship**
 - Build trust and rapport through clear, culturally sensitive communication.
 - Understand each entrepreneur's goals, capacity, and challenges to provide tailored support.
 - Deliver a positive first impression and maintain consistent, proactive follow-up.
- **Information Gathering & Recommendations (Pre-Lending Support ~30%)**
 - Guide entrepreneurs in researching markets, assessing opportunities, and developing business plans.
 - Educate clients on loan and grant options and assist with loan application preparation.
 - Connect entrepreneurs with culturally aware advisors and financial service providers.
- **Process Integrity & Operational Support (Post-Lending Support ~60%)**
 - Monitor client progress and identify early risks in financial or operational performance.
 - Diagnose issues in budgeting, systems, or operations and recommend practical solutions.
 - Support clients in accessing specialized consultants and funding for additional expertise.
 - Collaborate with the Senior Loans Manager to track and report client performance metrics.
- **Community Engagement & Knowledge Sharing (Outreach ~10%)**
 - Execute outreach plans to engage entrepreneurs across Indigenous communities and urban centres.
 - Attend events and workshops to promote programs and build community awareness.
 - Share success stories and insights that inspire new and existing clients.

Reporting Structure, Work Setting, And Compensation

Reports to: Senior Loans Manager

Collaborates with: Chief Executive Officer and Loans Committee

Direct Reports: None

Environment: Hybrid—combining office-based work, remote support, and travel to First Nations communities and urban centres.

Hours: Full-time, Monday to Friday, with occasional evenings or weekends for community events.

Travel: Approximately 10–15% within Ontario, including occasional overnight stays.

Compensation: Competitive salary commensurate with experience (\$75,000–\$85,000 range anticipated), plus benefits including health, dental, travel reimbursement, and professional development opportunities.

Qualifications

Experience: 3–5 years in business advising, financial analysis, or community economic development is preferred. Experience supporting Indigenous entrepreneurs, small businesses, or start-ups is highly valued.

Financial Knowledge: Strong understanding of business planning, budgeting, and lending processes, with the ability to interpret financial statements and identify opportunities for improvement.

Education: A degree or diploma in Business Administration, Finance, Economic Development, or a related field is preferred. Equivalent experience will also be considered.

Indigenous Economic Development: Familiarity with Indigenous business development, entrepreneurship, and community economic initiatives is an asset. Preference will be given to individuals with lived experience or membership in Indigenous communities.

Cultural Competency: Knowledge of Indigenous histories, cultures, and contemporary business challenges is important. The ability to engage with empathy and build culturally grounded relationships is essential.

Advisory & Communication Skills: Excellent interpersonal and presentation skills, with the ability to explain financial concepts clearly and build trust with diverse clients and partners.

Government & Funding Programs: Awareness of Indigenous-focused funding programs, grants, and contribution agreements that support business development is an asset.

Two Rivers Community Development Centre is an equal opportunity employer. We are committed to building an inclusive, culturally aware workplace and welcome applications from all qualified individuals. Indigenous candidates and those with lived experience in Indigenous communities or business development are strongly encouraged to apply.

To Apply

Please submit your resume and a cover letter to: jordansmith@tworivers.ca with cc to davevince@tworivers.ca

Please note the position is open until filled.