



## Business Development Associate (Summer Student) National Circle of Indigenous Agriculture and Food

The Business Development Team at the National Circle of Indigenous Agriculture and Food (NCIAF) is seeking a Business Development Associate (Summer Student) to work alongside a dynamic team focused on business acceleration, industry partnerships, and relationship management. This role provides hands-on experience in business planning, market research, and strategic business development. This role will play an important role in supporting our three strategic pillars:

- Advancing reconciliation and building bridges between Indigenous communities, Peoples, and other agriculture and food industry stakeholders and creating a national vision for Indigenous agriculture;
- Support the development of Indigenous agriculture and food businesses; and
- Build Indigenous capacity for agriculture through awareness of opportunities, knowledge exchange, and education and skills development.

The NCIAF is an Indigenous-led non-profit organization operating on core values of collaboration, communication, innovation, entrepreneurship, inclusivity, effective planning and execution, visionary thinking, and respect for Indigenous values, protocols, and ways of doing. The NCIAF aims to create a safe and inclusive environment where everyone is heard and respected. Empathy is an important part of this, and the organization strives to be a leading voice in Indigenous agriculture while also expanding the conversation to a broader audience. Ultimately, the goal is to get Indigenous agriculture on the agenda and create a sustainable future for Indigenous communities and the broader food system.

For more information on the NCIAF, please visit [www.nciaf.ca](http://www.nciaf.ca)

---

### Key Responsibilities

- Assist in the preparation of business planning templates and toolkits for Indigenous entrepreneurs.
- Conduct market research to identify trends and opportunities in Indigenous agriculture and food sectors.
- Support business development initiatives, such as business case studies, funding proposals, and resource development.
- Collaborate with team members to analyze and summarize data related to economic opportunities for Indigenous communities.
- Provide administrative support, including document organization and meeting coordination.
- Participate in team meetings and support the NCIAF Business Development strategy.

### Skills and Qualifications:

- Enrolled in a post-secondary education program in business administration, economics, agriculture, or Indigenous studies.
- A strong self-starter passionate about supporting Indigenous communities, Peoples and rights holders to land journey to self-sufficiency.
- Interest in business development, Indigenous economic growth, and agriculture.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent communication, problem solving, and relationship building skills.
- A team player, with a positive attitude and strong organizational skills, who can effectively work in a collaborative, agile work environment.
- Experience or knowledge related to Indigenous communities is an asset.

---

Please submit your resume in confidence to [michelle@nciaf.ca](mailto:michelle@nciaf.ca).