



Yorta Yorta Nation Aboriginal Corporation (YYNAC) Vacancy

Small Business Coordinator

About the Role

The Small Business Coordinators role will be to assist 10-15 x small businesses owned by Yorta Yorta community and develop the skills to run a viable business. The scope and variety of those businesses can vary from artists to bush food suppliers, maintenance staff, catering, to coffee carts to a retail shop front. The coordinator will facilitate business plans, training in systems and processes and make key connections with suppliers and authorities. They will source, vet, and appoint consultants to carry out services such as business training.

About You

- Excellent written and verbal communication.
- Competence in MS Office suite
- Ability to engage with prospective program participants.
- Presentation skills to small and large groups.
- Ability to engage with service providers and suppliers.
- A current Victorian Driver's Licence

What we offer you

- Salary packaging of \$15,900
- Attractive salary
- Access to free and confidential Employment Assistance Program

We strongly encourage applications from Yorta Yorta peoples and other Aboriginal and Torres Strait Islanders.

To apply please email hrmanager@yynac.com.au with your resume.