

## Part-Time Business Advisor - Community Futures BC

- **Do you have a passion for supporting entrepreneurship and a desire to see others succeed?**
- **Do you have strong business coaching skills?**
- **Are you perceptive and resourceful, with an understanding of what it takes to build a business with resiliency and adaptability?**

**Community Futures BC (CFBC)** supports economic development throughout rural BC and serves a network of 34 not-for-profit Community Futures Development Corporations in communities across BC.

CFBC manages the Entrepreneurs with Disabilities Program which provides assistance to individuals throughout BC who self-identify with a disability or ongoing health condition to start or grow their business by providing access to a network of business professionals and resources.

### **Business Advisor**

#### **Position Description**

To provide one on one business coaching for entrepreneurs with disabilities or chronic health conditions and support them in developing the documentation required to secure the resources needed to successfully start or expand a business. To build awareness of the resources available to entrepreneurs with disabilities or chronic health conditions through outreach and marketing activities by attending networking events and providing presentations at events as appropriate.

#### **Primary duties**

The primary duties of the Business Advisor include:

- Providing business advisory and client service support to entrepreneurs who self-identify with a disability or ongoing health condition.
- Building awareness of the EDP program by attending networking events and providing presentations at events as appropriate.
- Supporting clients in the development of a business plan to support loan applications.

#### **Knowledge, Skills and Abilities**

- a) A strong passion for assisting entrepreneurs, providing guidance and support in overcoming business obstacles.
- b) Strong business coaching skills, including experience with assessing business viability, the financing process, and developing business plans.

- c) Commercial or personal lending experience, or the ability to read and interpret business financial statements.
- d) Culturally sensitive and comfortable working with a diverse group of individuals and stakeholder organizations.
- e) A good understanding of and current contacts within the entrepreneurship ecosystem in the communities served.
- f) An understanding of the supports available to persons with disabilities and chronic health conditions, with current contacts within the disability support sector.
- g) Outstanding facilitation experience, with the knowledge, techniques and personality to easily engage participants, either one-on-one or in a group setting.
- h) Education/experience in coaching, counselling and/or mentoring
- i) Experience with community outreach, networking and marketing
- j) Knowledge of business trends and community resources
- k) Excellent communications skills, including verbal and written English
- l) Solid analytical and report development abilities.
- m) Strong organization, prioritization, administrative and multi-tasking skills with high level of attention to accuracy and detail.
- n) Strong time management, intuitively
- o) Solid computer skills working with a variety of platforms and tools including Microsoft Office, Adobe and web-based databases.
- p) A high degree of self motivation and ability to work independently and as part of a team
- q) Tactful and diplomatic with the ability to keep strict confidentiality.

### **Experience / Education**

- 3-5 years small business coaching experience
- Bachelor's Degree in business, education and/or related field or equivalent combination of education and experience
- Business plan writing and assessment experience
- Business development experience including building and leveraging partnerships
- Must have a valid BC driver's license, regular access to a vehicle and must be able to lift at least 40 lbs.
- Proficiency in English is required. Other languages are an asset.
- Must be a Canadian citizen, permanent resident or refugee and be legally entitled to work in Canada.
- Criminal Record Check for vulnerable populations.

### **Position Terms**

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This part-time remote position provides flexible working hours and location. Some travel may be required as well as occasional evenings, weekends and/or extended hours may be required to accommodate activities and events.

Qualified candidates are invited and encouraged to send a resume, cover letter with salary expectations and relevant references [edp@communityfutures.ca](mailto:edp@communityfutures.ca) Please quote "EDP Business Advisor" in the subject line.

Applications will be reviewed upon receipt and will be accepted until the position is filled.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

To learn more about Community Futures BC and the Entrepreneurs with Disabilities Program please visit our website at [www.communityfutures.ca](http://www.communityfutures.ca)