

# **Wildfire Business Transition Program**

## **Regional Training Coordinator**

### **WILDFIRE BUSINESS TRANSITION PROGRAM**

#### **Project Objective**

The objective of the Wildfire Business Transition Program is to provide wildfire-affected businesses and not-for-profits with the information and skills needed to recover from wildfire impacts and to prepare for future events.

Small business owners, not-for-profit organizations and First Nations businesses and cultural livelihoods impacted by the British Columbia 2017 wildfires, who have met eligibility requirements are eligible for training support.

#### **Outcomes**

Organizations will gain skills to assist them in:

- Developing new markets, products and customers to recover sales to previous levels.
- Improving their governance and planning skills.
- Improving their operations and organizational efficiencies.
- Improving their financial and computer literacy skills to prepare for future events.

### **KEY RESPONSIBILITIES**

The Regional Training Coordinator is responsible for:

- Researching workshop topics as determined by the Wildfire Business Transition Program Committee
- Coordinating regional workshops in communities the areas of Williams Lake, Quesnel, and Cache Creek
- Arranging venues, presenters/speakers, equipment, travel arrangements and additional insurance where required
- Creating, and promoting marketing materials (posters, mail out flyers, brochures, FB posts, website) for all workshops in each community
- Collecting evaluation forms from each workshop/training session for reporting purposes
- Monthly reporting on regional workshop activities and outcomes
- Financial reporting

### **QUALIFICATIONS AND EXPERIENCE**

#### **Education**

There are no minimum qualifications to apply. Preference will be given to applicants with:

- Post-secondary education in a related discipline.
- Previous experience in training delivery.

### **Knowledge, skills and abilities**

In addition to related training and/or prior experience, applicants will be evaluated based on their demonstrated:

- Understanding of business and interest in business development.
- Proficiency with Microsoft Office, including Outlook, Word, Excel.
- Proficiency with Social Media advertising
- Written, verbal, organizational and communication skills.
- Desire to support clients who are working to move their business ideas forward.
- Networking and promotional abilities.

### **TERM OF EMPLOYMENT**

- Start date is negotiable
- Program funding ends October 31 2019

### **HOURS, SALARY AND BENEFITS:**

- This is a part-time position budgeted at 20-30 hours per week. There is an expectation of some evening and/or weekend work as necessary.
- The position may be structured as a contract or employment position.
- Wages are negotiable within the range of \$20 - \$25 per hour. Contractor rates are negotiable.
- Benefits are not included but may be negotiated as part of the overall compensation package.