

## **Business Ambassador**

### **JOB DESCRIPTION**

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The Business Ambassador will support wildfire affected businesses and not-for-profits by providing one-on-one support to ensure that owners and managers are able to effectively and efficiently access programs and services that will assist with their ongoing sustainability.

The responsibilities for this position includes the following:

- Initiate initial contact with client/business who has been impacted by the wildfires. Be able to explain the program criteria.
- Identify the clients' willingness to proceed with assistance from the Wildfire Response Support and arrange meetings.
- Where applicable, group sessions at local centers can be planned. This could be done in cooperation with local government agencies such as the Villages and Regional Districts. One on one sessions can be launched from these public meetings.
- Interview clients to determine their current situation. With their agreement, complete a questionnaire.
- Identify immediate and future needs of the client. Supply the client with all current support contacts available.
- Where required, assist in completing on-line or manual form applications that apply.
- Maintain accurate records including copies of completed questionnaires and tracking notes on each client.
- Arrange future meetings with clients where required. Note: Clients who have chosen to complete applications themselves will require follow-up in a timely manner to ensure that their progress has been documented and to identify issues which may arise preventing the client from completing their applications.
- Forward statistical information to the Program Coordinator for analysis and documentation.

### **APPLICANT QUALIFICATIONS AND COMPETENCIES:**

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The Business Ambassador position is a diverse multi-faceted position that requires a wide range of skills. Accordingly, Community Futures does not expect that applicants will necessarily possess all of the qualifications and experience that define our "ideal applicant". Our focus in hiring will be to identify candidates with a strong mix of education and/or experience along with the attitudes and aptitudes that will support the development of an excellent Business Ambassador.

The ideal applicant will have certification and/or experience in the following areas:

- Post-secondary education in a related discipline
- Successfully owned and/or managed a business
- Counseling / coaching experience

Required personal skills include:

- Proficiency with Microsoft Excel and Word
- Strong inter-personal and communication skills
- Strong writing skills
- Ability to function well in a small team environment
- Positive and opportunity-focused
- Results-oriented self-starter

The applicant is required to provide their own transportation for travel throughout the Sun Country region – costs reimbursed at Government of Canada rates.

**HOURS, SALARY AND BENEFITS:**

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This is a temporary position currently contracted to October 31, 2018. Depending on available applicants, this position may be hired as 1 full-time or 2 or more part-time individuals.

Work hours will vary to respond to the needs of clients, and are expected to include evening and weekend work.

The budget for this position is up to \$53,000 per annum (including benefits and MERCs). The position may be hired as an employment or contract position depending on applicants.