



Job Title: Business Recovery Advisor
Position Type: Full-Time (40-hours per week), Contract Position: May 1, 2021 to April 30, 2022
Start date can be negotiable but no later than May 17, 2021
The role will ideally be extended beyond one year, pending additional funding being secured
Reporting to: Executive Director
Closing: April 23, 2021
Wage Range: \$42,000 to \$47,000 per year, based on experience

SUMMARY:

A unique partnership has been formed to deliver a united effort for recovery advisors in a region encompassing Cranbrook, Kimberley, Golden and the Columbia Valley. This multi-agency approach combines Chambers of Commerce (CoC) Columbia Valley (host organization) / Cranbrook / Kimberly, Kootenay Employment Services (KES), the Golden Community Coop (GCC) and is supported by a considerable number of regional and Provincial stakeholders.

This posting is seeking an advisor to work within the Columbia Valley Region. The successful applicant will work with colleagues through the partner agencies above and the network of advisors in the Southern Interior. Our ideal candidate will need to be motivated, able to work independently, have exceptional people skills, and be comfortable engaging over the phone and through virtual tools. While the points below outline the expectations for the role, you will need to be versatile and open to potential changes as the year goes on.

DUTIES & DELIVERABLES:

- Conduct employer surveys to identify business priorities for workshops delivered.
- Deliver 6 virtual workshops (at a minimum) to businesses, topics including but not limited to, government supports available to employers, funding opportunities, free resources available in their communities, online sales, and marketing strategies.
- Deliver coaching services to 300 businesses (at a minimum) and provide employers with resources they need to access available funding. This includes meeting one-on-one with employers to identify which supports might be beneficial, printing off paperwork needed to apply for this funding or helping them through online forms and connecting employers to any additional resources they need to be successful.
- Sign-post employers to other relevant supports such as Basin Business Advisors and loans through Community Futures
- Send email communications and make direct phone calls to employers to ensure they are aware of the support provided through this position.
- Send email communications to employers to ensure they are aware of upcoming funding opportunities (ex: Canada Summer Jobs/Get Youth Working, Employer Training Grant, Canada Emergency Wage Subsidy, Business Recovery Grants, funding available through CBT).
- Based on key themes that emerge through the one-on-one support, develop a list of community resources that would support businesses, such as how to move sales online. If appropriate, gather roundtable meetings for certain sectors to share their ideas and deliver targeted training.

DATA INPUT:

- Prepare reports for the project manager on status of businesses, detailing struggles and opportunities to better support them.
- Building a business list database for all communities covered in this region that can be maintained moving forward as well.



COMMUNITY ENGAGEMENT:

- Attend in-person and virtual community events with marketing materials, brochures, pamphlets, to give to employers on funding opportunities, community resources, wage subsidies, labour market information and trends.
- Attend local (and where possible regional) community meetings that may provide opportunities to support employers.
- Use opportunities to promote 'shop-local' initiatives, contributing to marketing efforts to encourage the community to shop local.

KEY QUALIFICATIONS & EXPERIENCE:

- Valid BC driver's license and insured vehicle that can handle highway driving.
- Knowledge of employer services including in-depth awareness of programs that are available including but not limited to COVID-19 supports.
- Proven meeting facilitation experience, both in-person and virtual, with proficiency in meeting logistics, presentations, and engagement skills.
- Experience in media, advertising, writing, and marketing preferable.

SKILLS & ABILITIES:

- Self-motivated, confident, and able to work well independently.
- Excellent communication skills – verbal, written and electronic.
- Excellent customer care skills including cold calling and relationship management.
- Strong organizational and time management abilities including proficiency multi-tasking and prioritizing tasks.
- A well-developed understanding of the local and regional employer community and a good understanding of the labour market.
- Sensitivity to employer and job-seeker confidentiality and ability to adhere to privacy and security regulations and protocols.
- Strong abilities relating to computer software.
- The ability to listen, understand and respond to the marketing needs of the organization as identified by program staff is essential.

APPLICATIONS:

- To apply, please submit your cover letter and resume via email to Pete Bourke, Columbia Valley Chamber of Commerce, email executivedirector@cvchamber.ca.

To learn more about our organizations involved in this partnership, please visit our websites, [Columbia Valley Chamber of Commerce](#), [Kootenay Employment Services](#), [Golden Community Coop](#), [Kimberley Chamber of Commerce](#), and, [Cranbrook Chamber of Commerce](#).

These positions are made possible by the generous support of [ETSI-BC](#) and their Funding for Rural Recovery Advisors.

We appreciate all applicants who will apply for these roles, however only those selected for an interview will be contacted.