BUSINESS DEVELOPMENT OFFICER

**JOB DESCRIPTION**

**Aboriginal Business Development Centre is one of BC’s leading Indigenous organizations in the area of business development. We are a progressive organization, providing outstanding opportunities for career challenge in an environment where quality, excellence and teamwork go hand in hand.**

The Indigenous Youth Entrepreneurship Coordinator (IYE) will be responsible for assisting and developing business plans for Indigenous Youth Entrepreneurs. This challenging mandate encompasses individuals and First Nation organizations.

* The IYE will perform initial intake assessment and referrals with clients.
* Research into developing business plans for Indigenous clients including the area of marketing plans, sector niches, cash flow development etc.
* Assist in the attraction of new ventures and strengthening existing ones.
* To develop and implement individual and community economic development proposals.
* Assisting clients in accessing small business financing.
* Liaise between community and clients.
* Assist in developing and delivering customized workshops for communities and organizations.
* Developing and maintaining working relationships with large private sector businesses.
* Assist with after-care client follow-up.

The IYE will report directly to the Executive Director and submit reports for affiliated organizations.

**JOB TITLE:**

Indigenous Youth Entrepreneurship Coordinator (IYE)

**DESCRIPTION:**

The Aboriginal Business and Community Development Centre is a non-profit society, incorporated under the British Columbia Society Act on July 22, 1997.

We are a results-oriented team of professionals, working together in unity to provide a full spectrum of culturally, client sensitive, business and economic development services to assist Indigenous individuals, organizations and communities to achieve ‘their’ full potential. We are currently serving over 3,000 Indigenous clients.

We are looking to hire a recent graduate, or a qualified entrepreneur, to train in Business and Community Economic Development. It is an exciting and rewarding opportunity to work on community economic development projects and with business development clients.

**MAIN DUTIES:**

Meet with clients, regarding business ideas and assist client with the business proposal package. Provide business and financial counseling services to Indigenous small business clients. Help with the preparation of business and marketing plans, assist with applications for funding and provide aftercare and mentoring. Performs duties that require confidentiality and tact. Strong interpersonal and communication skills are necessary. The ability to network with community agencies and industry to promote the services of ABDC.

**SUPERVISION:**

The IYE will receive general direction from, and report directly to, the Executive Director.

**ELIGIBILITY CRITERIA:**

* a post-secondary institute, college or university graduate.
* can demonstrate that working in the field of community economic development is a career goal

**COMPENSATION:**

Based on experience.

Normal hours of work will be 8:30 am – 4:30 pm Monday through Friday. (35hrs/week)

**DEADLINE:**

Posting will stay open until a suitable candidate is found.

**CONTACT:**

Please email, fax or drop off your resume along with a cover letter to:

Vince Prince

Aboriginal Business & Community Development Centre

890 Vancouver Street

Prince George, BC V2N 2P5

Phone (250) 562-6325

Fax: (250) 562-6326

Email: executivedirector@abdc.bc.ca