

## Employment Opportunity

**Position title:** Small Business Advisor (SBA)

**Location:** Grande Cache, Alberta

**Closing date:** December 12, 2011 or until suitable applicant is found

Experienced in running your own business or helping businesses succeed? Natural mentor? Wanting to invest in the economic future of your community? Then we'd like to talk to you! Community Futures West Yellowhead has partnered with Alberta Treasury Board and Enterprise to create the *Community Rural Alberta Business Centre*, and we're looking for a Small Business Advisor.

### Role

Grande Cache's Rural Alberta Business Centre (RABC) is part of a pilot program to help small business and entrepreneurs grow and thrive in rural Alberta. Reporting to Community Futures West Yellowhead, the Small Business Advisor (SBA) will be responsible for the establishing, marketing, and effectively operating the RABC, and will provide direct mentoring, information and advice to small businesses and entrepreneurs in the region. The SBA will organize workshops and information sessions, receive walk-in clients and conduct outreach to the small businesses and entrepreneurs in the RABC region. Each SBA will be part of a provincial network that will provide input and advice on the needs of small businesses in each community and will have access to a variety of business and information tools to assist in helping local businesses to be more successful.

### Qualifications

The ideal candidate will have:

- Experience in business, preferably through the entire business development cycle;
- A track record of business community involvement;
- In depth understanding of local business conditions – including a good appreciation of the opportunities and challenges facing businesses in our region;
- Excellent communications skills and proven marketing ability;
- Experience in translating business vision to reality
- Good understanding of business planning
- Knowledge of global markets and/or exporting is an asset
- Experience in key sectors of the local economy is an asset

Preference will be given to candidates with post-secondary education in business or marketing although equivalent experience will be strongly considered.

### How to apply

For a more complete job description please see:

[www.cfwestyellowhead.com/employment.php](http://www.cfwestyellowhead.com/employment.php)

To apply, please email resume to [hr@cfwestyellowhead.com](mailto:hr@cfwestyellowhead.com)