

Rural Alberta Business Centre Pilot Program Small Business Advisor – Job Description

Overview

The Grande Cache Rural Alberta Business Centre (RABC) is a one-stop access point for direct information and advisory services for small businesses in Grande Cache. It is part of a pilot program funded by the Government of Alberta through Treasury Board and Enterprise (TBE) and is a partnership between Community Futures West Yellowhead and TBE.

Each RABC will be staffed by a Small Business Advisor, who will provide information and advice to local businesses, organize workshops and seminars, maintain a reference library and computer resource and conduct marketing and community outreach to raise awareness about the RABC and the tools and programs available to support small businesses and entrepreneurs in Alberta. The Small Business Advisor (SBA) is a contracted employee of Community Futures West Yellowhead for a term of up to 36 months, subject to the contract of employment.

Specific responsibilities and activities

- Foster the development of small business and entrepreneurship in the RABC host community.
- Develop, coordinate and deliver seminars, meetings, workshops, networking opportunities for rural entrepreneurs and owners of small businesses to foster business development and growth.
- Provide one-on-one information, path finding, introduction and advisory services to small businesses and maintain an ongoing supportive relationship with these businesses as they access other available programs and services.
- Provide input to TBE and The Business Link on specialized resources required in the community to take advantage of local opportunities or to address local challenges.
- Maintain consistent communication with Community Futures West Yellowhead regarding ongoing activities and opportunities for CF programming in Grande Cache.
- Develop and maintain relationships with local stakeholders, including economic development organizations, business groups, industry leaders, municipal officials and community organizations to minimize duplication of services and ensure ongoing dialogue about communities-specific needs.
- Maintain accurate records of clients and services accessed and provided regular reports as required and scheduled.
- Maintain an active presence within the local business community through participation in networking opportunities, relevant organizations etc; and
- Market the services of the RABC in the community and surrounding service area.

Required skills:

- Previous experience in starting up, managing or advising a small business is essential.
- Good knowledge of financing, staffing, marketing, operating and growing a small business.
- Good knowledge of local economy and the key issues facing small businesses in the community.
- Familiarity with developing cash flows and financial projections in a small to medium size business and with sources of financing for business start ups.
- Ability to develop and execute business, operating and/or marketing plans, particularly in an entrepreneurial environment.
- Excellent oral and written communication skills and presentation skills.
- Excellent networking and relationship building skills
- Ability to manage several tasks simultaneously and prioritize workload to meet project schedules and deadlines.
- Ability to function well independently, in a team, and as a self-starter.
- Well developed interpersonal skills including consultative and advisory.
- Creative problem solving instincts.
- Knowledge and experience with project planning and management is an asset.
- Post Secondary education in a related field plus directly related experience is an asset; an equivalent combination of education and experience will be considered.
- Desktop self-sufficiency using Microsoft Office and Internet, as well as experience in using presentation software.