

Job Description



Job title	<i>Business Recovery Advisor</i>
Reports to	<i>The General Manager of Community Futures of Central Interior First Nations</i>

Job purpose

Reporting directly to the General Manager, the primary purpose of this position is to proactively identify and target rural and Indigenous businesses in the local service area and develop strategies to assist these businesses in Post-Pandemic recovery efforts and business continuity planning.

Position Overview

The Business Recovery Advisor is responsible for working with business owners to explore ideas and identify solutions that will help businesses stay resilient as we navigate through the Covid-19 Pandemic. This position will connect Business owners with local experts, and supports, who can help them understand different options for business programs and financial assistance. The Business Recovery Advisor will be responsible to assist rural and Indigenous businesses proactively manage operations with an eye on recovery, and growth.

Primary Duties and responsibilities

The Business Recovery Advisor will perform a wide range of duties including some or all of the following:

- Helps Business owners navigate the myriad of government programs and options for support;
- Coaches and provides guidance to identify and evaluate the right resources for each specific business;
- Supports Business owners through the creation of actionable project plans to move the business forward in recovery and future growth;
- Participates in the development and execution of business continuity exercises that incorporate best practices, leveraging the support of external contractors and consultants if applicable or required;
- Provides support to rural and Indigenous businesses with respect to compliance with regulatory requirements in the preparation, response and recovery from business continuity events;
- Recommends continuity, mitigation and recovery strategies/solutions and assists with their documentation and implementation;
- Assists with preparing documents for any required program audits;
- Conducts site visits to each client's location, as public health orders allow;

- Provides business counselling to assigned clients and be alert to new loan opportunities, while meeting the objectives of the Recovery Investment Fund;
- Aids and supports the Administration Manager and other Personnel, as necessary, while working independently as part of the overall team;
- Works closely with other First Nations, Provincial/Federal/Municipal Government Representatives, and Private/Crown Corporations to help build or increase economic development opportunities for the First Nations located within the CFDC of CIFN service area;
- Is Receptive to opportunities for personal skill development, and is willing to travel as required to assist with the goals and objectives of the CFDC of CIFN;
- **All other related duties as required.**

Qualifications

- Completion of Secondary school is required.
- A Diploma or bachelor's degree in Business, Finance or Economics or some post-secondary training in Accounting or Business Administration is **highly desired**; or an equivalent combination of education and experience;
- Minimum 3 years' experience in related work is required;
- A Risk Assessment Certificate is highly desired;
- Must possess a very strong command of the English language in both written and oral form.
- Must be proficient in the use of Microsoft Office suite, as well as be highly fluent in one or more accounting or bookkeeping software applications.
- Must possess knowledge and understanding of First Nations local business issues, concerns and communities within the Central Interior of British Columbia;
- Must display knowledge and understanding of First Nations Economic Development needs and aspirations;
- Must have excellent time management and organizational skills;
- Discretion with confidential information
- Ability to work outside of normal office hours including some travel if needed.
- Must have a valid Class 5 BC Drivers' License and use of a reliable personal vehicle if needed.

Working conditions

This is primarily an office-based job, Monday through Friday 8:30 to 4:30 pm, with a 1 hour paid lunch. Additionally, the job is in a fast paced, and at times stressful working environment, with having to manage multiple competing priorities. This job will require the incumbent to be able to travel and work in locations outside of the office, sometimes away from home for periods of time.

Physical requirements

The job requires the incumbent to be able to spend long periods sitting and working on computers. Occasional light lifting is required (up to 25 pounds) and at times, the job will require travelling to different venues and events, at times outside of normal office hours.

Direct reports

This position has no direct Supervisory Responsibility.

Approved by:	
Date approved:	<i>April 23thrd 2021 by the GM</i>
Reviewed:	<i>April 2021. GM George Casimir</i>