

**Position Title:** Part-time Regional Business Liaison – Mackenzie region  
(one year term - ending May 31, 2024)

**Reports To:** General Manager  
In the absence of the General Manager, reports to the Officer of Finance and Administration

**Benefits:** Extended medical as outlined in the Human Resources Polity Manual

**Requirements:**

- This position is required to work 20 hours per week, Monday to Friday; however, may require some flexibility in accommodating work outside of regular hours or on weekends
- Although the service region is Fraser Fort George, this posting is specific to serving District of Mackenzie, McLeod Lake Indian Band and south to the unincorporated community of Bear Lake
- The incumbent is expected to conduct themselves in accordance with the CFBC Cor Values and Quality Standards

**Roles and Responsibilities:**

The Regional Business Liaison is a multi-faceted position that is responsible for planning, coordinating, delivering, and reporting on outreach and support to business and not-for-profits within the Fraser Fort George region that have been impacted by the forestry downturn and the skilled workforce shortage. This includes, but may not be limited to:

- o Work collaboratively with the other Regional Business Liaisons, Projects Coordinator and General Manager to develop a framework to implement the recommendations based on the findings of the original Regional Business Liaison outreach program to the small and medium sized businesses, in all sectors, and not-for-profit organizations operating in the Fraser Fort George region to assess their needs.
- o Connect with small and medium sized businesses, in all sectors, and not-for-profit organizations to identify opportunities to develop comprehensive, community appropriate programming that will aid in supporting the stabilization and, potentially, growth of small businesses.
- o Providing outreach to businesses and not-for-profit organizations and offering referrals to applicable resources they may require.
- o Staying informed and up-to-date of all business and not-for-profit supports from federal, provincial, and local agencies, including non-monetary support and programs.
- o Work closely and in collaboration with economic development and business support agencies across the service region and ensure there is ongoing information sharing, dialogue, and collaborative opportunities.

- o Establish procedures and protocols for communicating with Regional Business Liaisons located in the Fraser Fort George region and all other regions across Northern BC to support, share information, and develop best practices that can be retained as lessons learned for future initiatives.
  
- o Collaborate with the Lead RBL and General Manager on meeting the reporting requirements internally and as stated in the program contract with Northern Development Initiative Trust.

**Qualifications & Experience:**

- Post-secondary education in a related discipline;
- Demonstrated experience working in the fields of business development or community economic development;
- Experience working within multi-agency programs would be considered an asset;
- Experience in crisis management would be considered an asset;
- Strong oral and written communication skills;
- Proficiency with computer and online tools such as Microsoft 365 and Zoom;
- Strong organizational skills, including multitasking and time management;
- Ability to work independently with little direction while participating at a distance with a dynamic team;
- Reliable transportation and valid Class 5 driver's license are required.