

Join a dynamic and supportive team dedicated to helping entrepreneurs build thriving businesses and stronger communities. This is an excellent opportunity to apply your business expertise, make meaningful local impact, and contribute to sustainable regional economic growth.

Business Analyst

Full-Time Permanent

ABOUT COMMUNITY FUTURES FRASER FORT GEORGE

Community Futures Fraser Fort George (CF FFG) supports small business growth, entrepreneurship, and community economic development across the Fraser Fort George region. We help local entrepreneurs start, expand, and sustain businesses that build resilient and vibrant communities.

POSITION OVERVIEW

The Business Analyst plays a key role in supporting local entrepreneurs and businesses by providing advisory services, business coaching, and access to financing. This position involves working closely with clients throughout the business lifecycle—from idea to expansion—and collaborating with community partners to foster regional economic development.

KEY RESPONSIBILITIES

Client & Business Support

- Assist clients with business plan development, loan applications, and navigating available business resources.
- Provide one-on-one business advisory services and ongoing coaching to help clients achieve growth and sustainability.
- Lead and support individuals through the Self-Employment (SE) Program, ensuring program requirements and outcomes are met.
- Deliver and facilitate business training workshops that build entrepreneurial capacity.
- Maintain up-to-date records of all client interactions and ensure timely reporting.

Loan Administration

- Guide clients through the Community Futures loan process—from initial inquiry to disbursement.
- Conduct credit and risk assessments, prepare loan recommendations, and present them to the Loan Review Committee.
- Draft loan agreements and ensure all documentation meets security, compliance, and regulatory standards.
- Monitor loan performance, supporting clients through both growth and recovery phases.

Growing communities one idea at a time.

Community & Program Development

- Represent the organization at community events, business forums, and networking functions.
- Collaborate with community organizations, agencies, and local governments to support regional economic development initiatives.
- Facilitate and participate in workshops and events that promote entrepreneurship and small business development.
- Contribute to program development, evaluation, and funding report preparation as required.

QUALIFICATIONS & REQUIREMENTS

- Degree in Business, Commerce, Economics, or a related field (or equivalent work experience).
- Demonstrated experience in business advising, coaching, or lending.
- Strong understanding of entrepreneurship and community economic development.
- Excellent analytical, organizational, and decision-making skills.
- Proficient in Microsoft Office 365 and comfortable learning client management systems.
- Ability to prioritize, multitask, and work independently within a small, supportive team environment.
- Knowledge of loan processing and administration considered an asset.
- Valid driver's license and ability to travel within the region as required.

Personal Attributes

- Positive, proactive, and client-focused.
- Strong communicator with the ability to build positive working relationships.
- Adaptable and resourceful.
- Collaborative and passionate about strengthening local communities.

WHY JOIN OUR TEAM

- Help entrepreneurs and local businesses succeed.
- Gain valuable experience in business advising, lending, and economic development.
- Join a dedicated and community-minded team.
- Salary Range: \$62,000 - \$72,000, 37.5 hours/week

HOW TO APPLY

Additional information about Community Futures, the detailed job description and qualifications can be found on our website: www.cfdc.bc.ca

To apply for this position please submit a resume, and cover letter detailing your interest and qualifications by **November 25, 2025**, to:

Diane Bourret, 3GreenLights
diane@3greenlights.ca

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