



Superior North CFDC

SADC Supérieur Nord

Bilingual Business Outreach Officer

Superior North CFDC is seeking a full time Bilingual Business Outreach Officer in Terrace Bay, Ontario which includes working with communities in the Superior North Region, stimulating entrepreneurship and economic diversification. We are designated as an English/French organization funded by FedNor/Industry Canada.

Superior North is a not-for-profit organization guided by volunteer committees and a Board of Directors comprised of local citizens. Superior North CFDC assists businesses and communities to diversify their economy and create jobs. We are seeking an individual who enjoys a challenge and offer a competitive salary and benefit package.

QUALIFICATIONS:

- Business administration and/or small business experience
- Work experience and/or education in the areas of Economic or Community Development
- Proficiency with MS Office and Web Technology
- Bilingual
- Self-directed individual with strong communication skills

Please submit application, cover letter and resume by Tuesday January 26, 2010 at 4:00 p.m. to:

Superior North CFDC/SADC Supérieur Nord
7, chemin Mill, Box/CP 716, Terrace Bay, ON P0T 2W0
Phone: 807-825-4505 1-888-445-9999
Fax: 807-825-9664
Email: annemarie@sncfdc.org

For further information and a job description go to <http://sncfdc.org> and <http://www.terracebay.ca>

We thank all applicants for their interest. Only those selected for an interview will be contacted. Superior North CFDC is an equal opportunity employer that values diversity in its workforce.

Job Title:	Business Outreach Officer (Bilingual)
Reports to:	General Manager
Probation Period:	Three months
Performance Assessment:	Yearly
Term:	Full-time, one-year contract (renewable)
Work Week:	37.5 hours, occasional evenings/weekends
Salary Scale:	\$39,000
Benefits:	As per Personnel Policies
Educational Requirements:	Some College or University
Professional Experience:	Min. 5 years of work experience Business, administration, community development or not-for-profit settings
Skills:	Meticulous, highly motivated, above-average result-driven, self directed autonomous individual with strong people' skills committed to community building. Demonstrated strong research, planning, project management and communication (oral and written in both official languages) skills Excellent organizational and time management skills
Language Requirements:	French and English
IT Requirements:	Self-sufficient with MS Office Suite, browser, email, web technology, Simply Accounting and Quick Books. ECommerce a definite asset
Location of work:	Terrace Bay, Ontario
Travel:	Valid Ontario Driver's licence Extensive, with frequent overnight stays Reimbursed as per Treasury Board Guidelines

Function:

Under the direction of the General Manager and throughout the territory covered by Superior North CFDC, the Business Outreach Officer stimulates entrepreneurship and economic diversification and builds capacity by providing entrepreneurial development services such as business training, counselling and mentoring to existing or prospective entrepreneurs or groups, owning or considering starting a small business or a social enterprise.

The Business Outreach Officer researches and identifies business and tourism development opportunities, seeks appropriate support and partnerships, plans and implements local and regional projects identified in the Superior North CFDC's business plan.

The Business Outreach Officer works with local and regional officials and stakeholders and promotes and delivers Superior North CFDC's programs and services. He or she is responsible for the development and the implementation of Superior North CFDC's Official Languages Plan.

Major Functions/Accountabilities:

The Business Outreach Officer prepares and presents workshops or provides one-on-one information on entrepreneurship, business opportunities, business models, pre-business planning, concept assessments, feasibility and sustainability, financing, franchising, marketing, e-commerce, international trade and basic bookkeeping.

The Business Outreach Officer acts in an administrative and professional support capacity to Superior North CFDC's committees. He or she keeps abreast of news, issues and trends affecting the North Shore, follows-up on leads, participate in Superior North CFDC's strategic planning, researches and prepare funding proposals, initiates contacts and actions which result in the successful realization of Superior North CFDC's goals.

The Business Outreach Officer participates in meetings, acts as a resource person to community groups, collaborates with stakeholders or leads selected projects. He or she promotes and delivers the Local Initiatives Contributions program, and provides loan intake. The Business Outreach Officer makes public presentations and participates in the implementation of Superior North CFDC's communication plan.

The Business Outreach Officer maintains files, tracks and reports on deliverables.

Scope of Responsibility:

As a staff member of Superior North CFDC, the Business Outreach Officer knows and applies current policies and procedures, works within the framework of a not-for-profit bilingual organization funded by FedNor, represents the interests of Superior North CFDC's to others, is responsible for achieving goals set out in the organization's plans.

Authority within the organization:

Works collaboratively with others. As required, may assist, oversee and/or coordinate the work of others. May provide employee training.

Communication:

Prepares and exchanges factual information using tact and persuasion as appropriate, requiring good oral and written communication skills. Handles confidential information.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.