

**JOB DISCRIPTION**  
**REGIONAL BUSINESS LIAISON**

**This is a limited one year position from the start date**

Reporting to the Executive Director, the Business Liaison will provide additional community-based resources to support small and medium enterprises in accessing support programs made available in response to a series of events since 2019 including the forest sector curtailments / closures; declining fibre supplies; significant wildfires; the pandemic and rising inflation that have all impacted the regional economy and assist those businesses who require mitigation, recovery, and transitioning. This position will also assist the community in developing strategies to deal with the ever-changing economic environment.

**General**

- Utilize regional and local information to understand the current situation.
- Initiate contact with affected clients/businesses and review program(s) criteria.
- Respond to initial enquiries regarding program options, specific financing requirements, funding options, and general information pertaining to CF Nadina.
- Identify immediate and future needs of the client and identify the clients' readiness.
- Supply the client with all current support contacts available.
- Where required, assist in completing on-line or manual form applications.
- Where applicable and when appropriate, provide group sessions providing guidance and information on programs.
- Advise on various small business management issues, including sales, marketing, financing, fiscal management, bookkeeping, human resources management, legal considerations, inventory management, and taxation and source deductions.
- Understand how business opportunities fit into the community/industry/region and the feasibility of the opportunities' success given the external environment.
- Provide aftercare and growth support and ensure appropriate and effective referrals.
- Communicate the commercial lending process to S&M business clients and refer clients to workshops and training.
- Liaison with the municipality / regional district

**Loan Analysis and Management - Assist Business Analyst with the following:**

- Support clients in the preparation of loan applications and any supporting materials – business plan, marketing plan, financial forecasts, etc.
- Review and analyze applications for financing, including assessing financial viability, repayment ability and security, management capability, social / community impact, job creation.
- Perform due diligence checks in the preparation of proposals, including:
  - Credit checks; Personal Property Security Act (PPSA) searches; Title searches; Historical financial statement analysis; Revenue Canada, GST, WCB, personal income tax; Other third-party verifications
- Make loan recommendations considering Community Futures goals and risk management.

- Prepare letters of offer and other loan security documents.
- Research and prepare requests for loan modifications or alterations for approval by Executive Director and/or appropriate committee.

#### **Administration**

- Maintain accurate records including tracking notes on each client.
- Forward statistical information to the Program Coordinator for analysis and documentation.
- Enter client information and statistics into client management system.
- Prepare and submit reporting requirements.
- Attend and participate in community, staff, and appropriate meetings.

#### **Requirements of an Ideal Candidate**

Strong local & regional business knowledge and contacts are an asset.

- Preferred entrepreneurial experience.
- Superior people skills including the ability to build strong relationships; have good listening and interviewing skills; effective conflict management skills; impeccable judgment, ethics, and morals; including empathy, a sense of urgency and commitment to cooperation.
- Ability to coach clients and provide business advice with sound business judgment.
- Excellent written and oral communications skills including the ability to effectively deliver oral presentations.
- Ability to work comfortably with a variety of people regardless of socio-economic status, educational levels, race, gender, religion, disability/ability.
- Treat information in a confidential manner and understand the Personal Privacy Act.
- Proficient computer skills including ability to learn reporting software programs.
- Excellent organizational skills including the abilities to manage time, multitask and prioritize.
- Initiative-taking and adaptable.
- Ability to represent the organization in a positive manner.
- Ability to learn and understand relevant legislation and policies.
- Knowledge of Community Futures.
- Ability to travel within the Nadina region.
- Valid driver's license and access to a vehicle while at work.

For all inquiries, please contact our office at 250-845-2522. To apply for the position of Regional Business Liaison, please submit cover letter and resume to

Kim Martinsen, Executive Director  
kmartinsen@cfnadina.ca

CF Nadina will be hiring two Regional Business Liaisons; one located in Houston and one for the CF Nadina region. Positions will stay opened until filled.