



Regional District of Bulkley-Nechako

Job Description

Position Title: Regional Business Liaison

Position Term: One Year

This is a full time, temporary position. The Regional Business Liaison (RBL) will be an energetic, motivated, team player who will assist Businesses and Non-Profits within the Region to identify and access available business supports in the Recovery Phase of the COVID-19 Pandemic. The RBL will work with existing Business Support Agencies in member municipalities to support local businesses to safely resume operations as part of the Province's phased Re-start Plan.

Responsibilities and Duties

Program Research

- Understand and keep up to date with Federal, Provincial and other available programs and supports
- Participate in webinars

Individual Business and Non-Profit Group Assistance

- Inform of funding opportunities and programs
- Provide continuous up-to-date program and funding information
- Identify best program options available with individual business
- Assist with reopening plan and rethinking everyday operations
- Assist with application writing
- Create easy to use information documents (ie. flowcharts, infographics, etc.)

Information Sharing

- Produce and maintain a Regional Business Information webpage under the Economic Development section of the RDBN website.

Regional Collaboration

- Plan and host meetings with Chamber of Commerce and Economic Development professionals

Data Compilation and Reporting

- Collect, organize, and record dataset
- Produce final report for RDBN board

Qualifications & Education

- Minimum Grade 12 Education.
- Preference will be given to applicants with courses relating to business communications, economic development or related field of study.
- The ability to effectively present information verbally and in writing, and to respond to questions from staff, government officials, and the public.
- Excellent business English, spelling and punctuation.
- Strong research skills and ability to comprehend program guidelines.
- Excellent Computer Skills, including proficiencies in internet research and Microsoft Office applications such as Word and Excel.
- Strong organizational skills and the ability to successfully perform multiple time sensitive tasks.
- Ability to work individually and as part of a team.
- Valid BC driver's license.