



Regional District of Bulkley-Nechako

Job Description

Position Title: Regional Business Liaison

Position Term: Fourteen Months

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 changes to restrictions are announced by the Province.

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.