



Entrepreneurship Program Assistant Position Community Futures Development Corporation of Central Okanagan

Summary

Community Futures Development Corporation of Central Okanagan (CFDCCO) is a dynamic, non-profit corporation that offers a variety of entrepreneurship programs and services. Led by a volunteer Board of Directors, CFDCCO was established with Federal Government support 25 years ago and is part of a provincial and national group of like-minded organizations that is well connected to other programs and agencies in the Central Okanagan.

CFDCCO is looking for a reliable, well presented and helpful person who is responsible for providing support to CFDCCO Entrepreneurship Programs including:

- Assists with coordination and marketing of Entrepreneurship programs and workshops including Youth Mean Business Program
- Provides administrative support to the Self Employment Coordinator, Youth Mean Business Program, and General Manager as required
- Maintains a current knowledge of CFDCCO programs and services to be able to communicate clear and accurate information
- Directs clients to the appropriate CFDCCO programs and personnel
- Responds to participant questions and distributes information on programs and services, and receives and directs incoming telephone calls
- Welcomes and directs all visiting clients and other guests in friendly and helpful manner
- Notifies clients by phone or directly of their participation in orientations, workshops and training
- Assist with set up and maintenance of client records and contracts for CFDCCO programs and enter relevant client information and statistics into client management system
- Directs clients to other agencies where appropriate
- Assists with updates and administration of CFDCCO.com website and marketing material, including client directory and online calendar and general email inquiries
- Maintains and organizes the business resource areas and training rooms including computers
- Photocopies material and correspondence in support of the office, programs, clients and training
- Monitors, replenishes and updates the inventory of forms, applications and other office, client and program material
- Makes billing invoices for training room rentals and participant services
- Orders coffee and food supplies for office and training rooms
- Troubleshoots and arranges for the repair, maintenance and operations of office equipment including computers, server, printer and office equipment.
- Support departmental operations and policy manual/resources

Education:

- Business or related diploma or degree and not returning to University or College.

Experience:

- Small business exposure
- Good employment history
- Self employment experience and/or examples of entrepreneurial behavior
- Demonstrate examples of volunteerism, charity, and client-centered behavior.

Computer Skills:

- Proficiency with Microsoft Excel and Word, internet, websites, social media.



Personal characteristics:

Hiring for this position will focus on individuals with the following demonstrated characteristics:

- Strong inter-personal and communications skills
- Ability to function well in a small team environment
- Ability to take direction and work with a volunteer based organization
- Positive and opportunity-focused
- Results-oriented self-starter
- Confidence in making decisions and communicating decisions effectively to others
- Ability to identify and act on key issues related to client and project needs.

Hours/Salary/Term

Regular office hours are 8:30 to 4:30 PM, Monday to Friday 35 hours per work week. Limited evening and weekend work may be required related to meetings, events, training, conferences etc. The position will pay \$15-\$17/hr. and will be reviewed annually following 3 month probation period.

Send resumes by email to:

Larry Widmer, General Manager

email: lwidmer@cfdccco.bc.ca

Community Futures Development Corporation of Central Okanagan

Landmark 1, #210 – 1726 Dolphin Avenue, Kelowna, BC V1W 2B3

Job will remain posted until filled. Flexible starting date April 1, 2015.

Due to the volume of applications anticipated, only those that are selected for interviews will be contacted. Thank-you.