



## Business Development Intern Position – How to Apply

Thank you for your interest in the Business Development Intern position at Community Futures Development Corporation of Central Okanagan.

### **How to Apply**

Please review the Job Profile for an understanding of the job description, expected qualifications, learning outcomes and competencies as well as salary information.

If you believe that you meet the expectations outlined, submit your cover letter and resume in Microsoft Word or Adobe pdf format to [lwidmer@cfdccco.bc.ca](mailto:lwidmer@cfdccco.bc.ca)

The first round of applications will be accepted until 1:00 PM, Friday, April 11, 2014 and will continue after that until the position is filled.

### **Hiring Process**

The first round of short-listed applicants will be contacted by April 17, 2014 with initial interviews planned for April 22 – 25, 2014. A second round of detailed interviews may follow with selected candidates.

.

### **Other**

Our expectation is for the new hire to begin work May 1-15 to March 31, 2015.

Sincerely,

Larry Widmer  
General Manager



## **Business Development Internship**

### **JOB DESCRIPTION**

#### **General:**

The CFDCCO Business Development Intern will have an opportunity to learn, to help, to develop and to implement strategies, programs and services for community economic development, business training, business advisory and loan services for clients and projects consistent with the CFDCCO Strategic Plan and Annual Operating Plan.

As directed by CFDCCO management and staff, the Business Development Intern will be given guidance and support while involved in a wide range of activities including:

#### **Community Economic Development**

CFDCCO works with local stakeholders to identify and develop appropriately targeted strategies and initiatives in order to build local capacity and facilitate and sustain local economic adjustment and development efforts. Working in conjunction with the CFDCCO management, loan and self-employment programs and the appropriate CFDCCO committees, the Intern will help facilitate and implement strategies that will specifically promote community economic development in the Central Okanagan.

#### **Marketing and promotion:**

Assist the CFDCCO team to ensure effective marketing of the business training, advisory services and loans programs including:

- Development and execution of the CFDCCO marketing plan, strategies and work plan
- Development, updates and distribution of marketing materials as required - brochures, information packages, website and newsletter
- Identify and visit key contacts, perform networking activities and make presentations.

#### **Business support services:**

Provide support and participation in business development training, counseling, lending and support to new and existing businesses including:

- Client training and counseling needs assessment and implementation
- Provide business information and coaching
- Development and maintenance of support resources
- Identification and maintenance of appropriate and effective internal and external referrals
- Loan client aftercare and growth support
- Participate in the management, administration and development of the \$3M commercial loan portfolio including assisting clients in the preparation of loan applications and support for business plan, marketing plan, financial forecasts development and reports.

#### **Administration and Accounting:**

Support and participation in the completion of planning, reporting and administrative functions related to the business training, advisory, loan programs and community economic development projects including:

- Maintain, update and streamline processes and forms to optimize decision-making and ensure high quality client service
- Support departmental operations and policy manual/resources
- Enter relevant client information and statistics into client management system
- Support and help prepare monthly, quarterly and annual reports and accounting to Management and Board.



## **APPLICANT QUALIFICATIONS AND COMPETENCIES:**

The Business Development Intern position is a diverse multi-faceted position that will help you develop a wide range of skills. Our focus in hiring will be to identify candidates with a mix of business and entrepreneurial education and/or experience along with the attitude and aptitude that is required to become an excellent Business Developer.

The ideal applicant will have qualifications and experience in the following areas:

### **Education:**

- Recent Business diploma or degree and not returning to University or College in next year.

### **Experience:**

- Small business exposure and good employment history
- Self employment experience and/or examples of entrepreneurial behavior
- 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 is required related to meetings, events, training, conferences etc. The position will pay \$15-\$17/hr. for up to a 12 month term ending March 31, 2015.