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| Job Title: | Business Development Coordinator | Job Category: | Manager |
| Department/Group: | Black Business Association of BC (BBABC) | Job Code/ Req#: | Job Code/ Req#  BDC-BBABC-2021 |
| Location: | Virtual until the opening of the business centre | Travel Required: | Travel Required |
| Level/Salary Range: | $55,000 | Position Type: | Full time (37.5 hrs/wk)  3-month probation period  \* Benefits package available |
| HR Contact: | Olwin Allen | Date Posted: | Aug 23, 2021 |
| Term | 1 yr with the possibility of extension | Start Date: | Oct 1, 2021 |

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| External Posting URL: | https://www.blackbusinessbc.ca/careerboard |
| Internal Posting URL: | NA |

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| Applications Accepted By: |

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| EMAIL: [info@blackbusinessbc.ca](mailto:info@blackbusinessbc.ca)  Subject line: Business Development Coordinator application  Please include:   1. Resume 2. Cover letter identifying why you are a great fit for our organization |  |

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| Job Description |
| Role and Responsibilities Deliver business community outreach, training plans, development, and client strategic planning.   * Intake and onboarding of clients to BBABC programs * Providing business support and guidance to clients * Key point contact for financial institutions and Federation of African Canadian Economics * Promote the organization * Represent the BBABC at industry events * Report to Programs Manager  Qualifications and Education Requirements **Qualifications and Education Requirements**   * Minimum 3-5 years’ experience providing strategic advice and skills development to entrepreneurs and business owners. * Significant experience in delivering client services  Preferred Skills  * Microsoft Office (Word, Excel, Power-point) * Clear written and verbal communication skills * Exceptional attention to detail * Interpersonal skills * Ability to conduct research and create reports or presentations. * Time management * Ability to handle sensitive information with discretion. * Basic computer and office equipment skills  Additional Notes Additional Notes |

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| Reviewed By: | Name | Date: | Date |
| Approved By: | Name | Date: | Date |
| Last Updated By: | Name | Date/Time: | Date/Time |