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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.caSubject line: Business Development Coordinator applicationPlease include:1. Resume
2. Cover letter identifying why you are a great fit for our organization
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| Job Description |
| Role and ResponsibilitiesDeliver 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 NotesAdditional Notes |

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