

Job Title: Community Economic Development (CED) Coordinator

Location: Hinton

Job Type: Full-Time (37 hours per week). This is a two-year term position.

Reports to: General Manager

Job Summary:

The Community Economic Development (CED) Coordinator is responsible for supporting community economic development projects and events offered by Community Futures West Yellowhead as part of the Community Futures program. This role involves building strong relationships with community and economic development partners, local businesses and connecting entrepreneurs with training and project opportunities. The CED Coordinator will work closely with the General Manager to identify training and project opportunities in the region and facilitate communication between external partners, business owners and required resources to ensure West Yellowhead entrepreneurs have the tools and knowledge to operate their businesses successfully.

Key Responsibilities:

1. Data Management and Reporting to Funding Authorities:

- Administration and maintenance of CFWY's database of clients and projects
- Administration of grant programs, events and reporting requirements in partnership with the General Manager
- Assist the Business Analyst with administration, maintenance and oversight of the various loan programs offered by CFWY
- Assist the Jasper Wildfire Recovery Coordinator with data management of the 2024 Jasper Wildfire Complex and CFWY's recovery programs

2. Outreach and Engagement:

- serve as the primary contact for community and economic development projects undertaken by Community Futures West Yellowhead
- conduct outreach efforts to assess business needs, provide relevant information and offer guidance to the organization on training, projects and events
- Develop and maintain strong relationships with local businesses, chambers of commerce, and other stakeholders in partnership with the General Manager

3. Resource Coordination:

- assist the organization in applying for grant funding for training, events, projects and disaster relief programs
- coordinate with local, provincial, and federal agencies to provide accurate information regarding available events and training opportunities offered by Community Futures West Yellowhead
- work with non-profit organizations and community groups to connect them with CFWY resources
- Coordinate the Entrepreneurs with Disabilities Program (EDP) for CFWY

4. Needs Assessment and Reporting:

- Conduct business walks and business impact assessments in partnership with the CFWY team to understand the short-term and long-term needs of businesses

- Collect data and feedback from businesses and related parties to report on community economic development, identify trends and inform future planning
- Maintain detailed records of interactions with project partners and businesses
- Assist the General Manager in all reporting requirements for the various programs offered by CFWY
- Assist the General Manager and the Jasper Recovery Program Coordinator with community economic development projects related to disaster recovery and small business continuity

5. Workshops and Training

- Organize and facilitate workshops in partnership with the CFWY team on topics related to business start-up, business continuity, financial management, and disaster preparedness

6. Collaboration and Advocacy in partnership with the General Manager

- act as a liaison between business owners, government and/or non-profit organizations and the organization to ensure that the needs of small businesses are met
- Participate in team meetings and board meetings to contribute to the overall improvement of the organization
- Foster partnerships that promote long term collaboration between the organization and external partners

Qualifications:

- Experience in business development, economic recovery, or disaster management is preferred.
- Strong interpersonal and communication skills.
- Ability to work collaboratively with government officials, community organizations, and business owners.
- Knowledge of disaster recovery resources, grant programs, and business continuity planning.
- Problem-solving skills and the ability to manage multiple projects simultaneously.
- Proficiency in Microsoft Office and customer relationship management (CRM) systems (including but not limited to TEA and Executive Plus)

Other Requirements:

- Ability to travel locally as needed (weather permitted)
- Flexibility to work outside of regular hours in times of emergency and/or events taking place outside normal business hours

Salary: upon discussion

Application Deadline: November 1, 2024