

## Imagine Kootenay Business Community Liaison Job Posting

**Position:** Imagine Kootenay Business Community Liaison

**Organization:** Kootenay Employment Services Society

**Location:** Creston & District, British Columbia

**Type:** Contract position from February 1<sup>st</sup> to February 28<sup>th</sup>, 2018

**Available Positions:** 1 position at 20 hours a week, or, 2 positions at 10-15 hours/week

**Compensation:** \$20/hour

### The Team:

The Creston Valley-Kootenay Lake Economic Action Partnership (CV-KL EAP), which is managed under Kootenay Employment Services Society (KES), is seeking a Business Community Liaison for the month of February. The CV-KL EAP provides leadership, assistance and support towards development and advancement of regional economic initiatives.

### The Job:

Reporting to the CV-EAP Manager, the **Business Community Liaison** is responsible for building brand awareness and outreach within the business community from Yahk to Riondel, specifically for the Imagine Kootenay platform. Imagine Kootenay (IK, [imaginekootenay.com](http://imaginekootenay.com)) is a joint-initiative of local governments, economic development organizations and Chamber of Commerce with the aim of attracting and supporting investment and workforce development throughout the Kootenay and Boundary region. This position will largely be door-to-door based, with some administrative work at home or in-office at KES.

### Key Responsibilities:

- Act as a trusted representative of the CV-EAP, IK, and KES brands;
- Develop and maintain strong effective relationships with businesses, realtors, and potential investors through in-person engagement;
- Introduce and educate the IK brand through the use of printed materials and a tablet device;
- Explain the benefits of using the IK platform to promote business, employment, and investment opportunities;
- Complete follow-ups on an on-going basis; and
- Use MS Office programs to document engagement progress and notes.

### Key Skills & Qualifications:

- Excellent verbal and written communication skills. Digital communication skills is an asset;
- Experience preparing and delivering marketing pitches and presentations;
- Comfortable navigating uncertainty, work independently, under limited supervision;
- Able to hold flexible hours to accommodate stakeholder availability,
- A proven ability to multitask, consistently meeting or exceeding deadlines and goals;
- Comfortable using MS Office programs and the Internet;
- A valid Class 5 driver's license and willingness to travel within Yahk to Riondel; and,
- Being well-connected within the community is an asset.

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### **Application Process:**

Please submit:

- A resume, CV, bio, and/or LinkedIn Profile
- A cover letter describing your interest in the position and why you feel you would be an ideal candidate.

**Closing date:** Friday January 26<sup>th</sup>, 2018

### **Inquiries and applications can be directed to:**

Heidi Germann

c/o Kootenay Employment Services Society

119 11<sup>th</sup> Avenue North, Box 548

Creston, BC

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[hng@kes.bc.ca](mailto:hng@kes.bc.ca)