

**INTERNAL AND EXTERNAL JOB POSTING**

**Business Counsellor- Market Ready Liaison**  
**(Short-term contract to end of December 2024)**

ISANS is seeking a Part-time **Business Counsellor- Market Ready Liaison** to provide support to Market-Ready Project Coordinator, clients and partners and provide appropriate training support to prepare business clients for market opportunities to showcase products at small-scale marketplaces. Reporting to the Supervisor and Manager, Business & Workforce Integration, this position is responsible for:

**Duties and Responsibilities:**

- Coordinating with partner markets to secure spots/tables to allow clients, to test market, promote and sell their products
- Working with the Market-Ready Coordinator to determine eligibility of clients wanting to sell at the market
- Working with the Market-Ready Coordinator to update and prepare vendor applications
- Ensuring clients are in compliance with safety and regulatory requirements
- Liaising between clients and markets to ensure a smooth market experience for clients
- Assisting with workshop preparation and workshop facilitation when appropriate
- Keeping up-to-date on trends in the market communities in order to pass on for benefit of clients
- Advising clients about networking opportunities to promote their products/services including participation in ISANS Business Networking events and other networking events
- Referring eligible clients to ISANS Business Training Programs and to appropriate resources and organizations
- Connecting with other business service providers, government agencies and professionals, including private and public sector for the benefit of clients
- Maintaining a professional relationship with clients including using their expertise in supporting/advising new entrepreneurs
- Practicing advocacy activities by attending or occasionally speaking at events, representing clients and the BWI team
- Providing support in evaluating program outcomes and its impact on clients
- Promoting the market-ready project and business programs through outreach and communications to increase intake of clients

**General responsibilities:**

- Provide information as required for internal/external reports and proposals, grants, etc.
- Review and adhere to ISANS workplace health and safety policies; safety is everyone's responsibility
- Record all relevant client information on databases in a consistent and timely manner as appropriate to the position
- Participating fully in regular staff meetings, team meetings, training and development and ISANS events
- Flexibility – ability to work some evenings and weekends as required
- Ability to travel across the province
- Performing other duties as required

**The ideal candidate for this position will have the following:**

**Education:**

- Bachelors Degree or
- Equivalent combination of education and experience will be accepted
- Adult Education/training certificate/diploma an asset
- Counselling Certificate an asset

**Experience:**

- 2 years experience in a similar position

- Experience running your own business a strong asset
- Experience delivering service online an asset
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience and understanding of the local business community
- Experience with networking and outreach
- Experience in group facilitation and delivering presentations

**Knowledge:**

- Understanding and knowledge of adult education principles

**Skills:**

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications
- Additional languages an asset

**ISANS Core Competencies**

**Cultural Competency; Equity, Diversity & Inclusion**

- Embracing the value that different perspectives and cultures bring to an organization

**Collaboration**

- Working collaboratively with others across the organization to achieve shared objectives

**Continuous Learning**

- Continually seeking new knowledge and skills, as well as developing existing capabilities

**Innovative Thinking**

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

**Accountability**

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

**Respect**

- Actively encouraging an environment of fairness, honesty and integrity for all

**Terms of Employment:**

- Short- term contract to December 31, 2024
- Part-time 21 hours per week
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

**Commencement Date:** ASAP

**Closing Date:** Friday September 29, 2023 – 4 p.m.

**To apply:** Please e-mail your resume and cover letter merged into one document to [careers@isans.ca](mailto:careers@isans.ca), stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered for this position.

**We wish to thank all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.**