

**NOTICE OF JOB VACANCY (Posted: August 14, 2020 – August 21, 2020)
RE-POSTING – PREVIOUS APPLICANTS NEED NOT RE-APPLY****Job Competition #: 2020 - Entrepreneurship COVID-19 – 01A****Position: Case Manager**
Entrepreneurship COVID-19 Relief & Recovery Program – Surrey location
Temporary full-time position at 35 per week starting as soon as possible through to March 31, 2021**Summary:**

Provides individualized, on-line, or group business idea incubation counselling services. Fills the existing gap within ISSofBC suite of self-employment newcomer programming by addressing the need to provide services and supports specifically related to COVID-19 and its impact on small business. Connects ISSofBC entrepreneur newcomers (including refugees) with the resources, services and guidance needed to navigate challenges from COVID-19. Assist newcomer entrepreneurs with the development and execution of COVID-19 risk management and business-related strategies. Enables newcomer entrepreneurs to pivot and/or sustain their business during pandemic. Assists in client recruitment, program marketing and project evaluation activities.

Reporting to: Project Manager - Entrepreneurship COVID-19 Relief & Recovery Program**Responsibilities:**

- Conducts service eligibility, needs assessment, pre- and post-testing. Participates in all client recruitment and screening and program marketing activities. Coordinates enrolment and payment for external services.
- Prepares and maintains appropriate records, data and prepares necessary reports on each client.
- Delivers and facilitates workshops online. Proficiency in video communication technology vital.
- Conducts one-on-one or group orientation sessions on relevant topics, e.g. the local Economy/Business landscape, Entrepreneurial soft skills, Funding & Financial Relief, Reopening your Business, Adapting & Pivoting your Business, Health & Safety, Strategies for Staying Resilient during COVID-19 and Overcoming Barriers – a Focus Facilitates the development of a realistic Risk Mitigation Strategy and other tools for the further training of the client based on identified skills/interests, key entrepreneurship experience, and local economy needs, and secures client commitment to, and support for the Risk mitigation Strategy during the COVID-19 pandemic.
- Provides remote service delivery (on-line) as needed. Provides referrals to settlement and language services as needed. Consults with the Manager regarding any unresolved issue/problem.
- Delivers program information to training service providers and referring agencies as requested. Facilitates mentorship opportunities and coordinates mentor-client meetings for clients as needed.
- Monitors the progress of clients towards achieving their self-employment training and planning goals and provides ongoing support until the client's Emerging Strategy is completed.
- Ensures lesson plans are prepared and delivered consistent with program curriculum. Participates in developmental activities for curriculum, lesson plans and handouts for the program.
- Builds and maintains positive relationships with ISSofBC staff, program mentors, resource persons, community agencies and local businesses.
- Keeps abreast developments and trends in the local economy/business environment and career counselling area.
- Performs other related duties as assigned.

Qualifications:

Certificate or diploma in Business/Finance supplemented by a minimum of 6 months' self-employment counselling experience including facilitating workshops and small groups **OR** an equivalent combination of education, training, and entrepreneurial experience acceptable to the employer.

Skills and Abilities:

- Ability to implement and deliver outcomes; be dynamic and energetic; be self-initiating and self-motivating and passionate about helping people.
- Ability to think creatively and show resourcefulness.
- Ability to communicate effectively in both written and oral English.
- Proficiency in French language an asset.
- Demonstrated cross-cultural counselling abilities.
- Demonstrated ability to facilitate workshops and small groups.
- Knowledgeable of local economy/small business issues, especially those related to ESL immigrant and refugee clients.
- Understanding of small business in BC and what it takes to start a business an asset.
- Experience working with immigrants and refugees.
- Demonstrated proficiency in Windows applications, software, and databases.
- Ability to obtain and maintain a clear BC Criminal Record Check.
- Ability to operate related equipment.
- Ability to carry out the duties of the position.

Email applications must include “2020 - Entrepreneurship COVID-19 – 01A” and can be sent to:
jobs@issbc.org

Closing Date: By 4 pm, Friday, August 21, 2020

Salary Range: \$24.75 - \$26.27 per hour (based on training and qualifications)

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.