



**BUSINESS ADVISOR – SPARK & IGNITE**  
**(Posted: August 20, 2024 – September 3, 2024)**

**Job ID #:** 24079-Ignite

**Position: Business Advisor – Spark & Ignite Program**

ISSofBC Surrey

Temporary full-time position at 35 hours per week starting on September 9<sup>th</sup>, 2024 until March 31<sup>st</sup>, 2025

Maternity leave coverage. *The contract will end upon the return of the incumbent or at the end of the contract term, whichever comes first.*

**Why choose us!**

Join ISSofBC, one of the largest and first newcomer and refugee agencies in Canada. As well as being a values-driven organization, we pride ourselves on diversity, inclusion, innovation, and transparency. You can make lifelong friends and connections when you join our family. What's more, we also have multiple locations and offer flexible working and shorter working weeks than most organizations.

**Our Spark & Ignite Program:**

The **IGNITE program** supports immigrants and refugees to navigate local entrepreneurship and design, develop and launch their own business start-up.

**In IGNITE we believe that our clients deserve a proactive partner who helps them succeed.** We bring empathy, are forward-thinking, and we're constantly iterating our tools and processes to deliver a proactive client experience in a fast-changing environment.

As a **Business Advisor** you will be providing individualized, on-line, or group business start-up and or development counselling services. Facilitate the development of a realistic action plan (Emerging Strategy) for the further training of the client. Monitor clients' progress and provide follow-up counselling as per program's guidelines. Facilitate and coordinate mentorship opportunities for clients, as needed. Assist in client recruitment, program marketing and project evaluation activities.

**How You'll Make a Difference:**

- Conduct service eligibility, needs assessment, pre- and post-testing. Participate in all client recruitment and screening and program marketing activities. Coordinate enrolment and payment for external services
- Conduct one-on-one or group orientation sessions/seminars/workshops on a variety of business topics including, but not limited to Business Planning
- Provides remote service delivery (on-line) as needed. Provide referrals to settlement and language services as needed. Consult with the Program Manager regarding any unresolved issue/problem
- Deliver 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. Participate in developmental activities for curriculum, lesson plans and handouts for the program
- Work to create working referral relationships with other organizations
- Keeps abreast of developments and trends in the local economy/business environment and career counselling area
- Performs other related duties as assigned.

Head office: 2610 Victoria Drive Vancouver, BC V5N 4L2

T: 604-684-2561

[www.issbc.org](http://www.issbc.org)

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ISSofBC's offices are situated on the unceded and ancestral territories of the x<sup>w</sup>məθk<sup>w</sup>əy əm (Musqueam), Sk̓wx̓w'7mesh (Squamish), Səl̓ilwətaʔ/Selilwitulh (Tsleil-Waututh), Qw'ó:nt'l'an (Kwantlen), q̓ icəy (Katzie), kwikwəʔəm (Kwikwetlem), Qiq̓ĕyt (Qayqayt), θenascəwaʔ təməx<sup>w</sup> (Tsawwassen), Lheidli T'enneh, Qat'muk (Ktunaxa) and sngaytskstx tum-ula7xw (Sinixt) Nations.

**What You Bring:**

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 training and lived experience in business management or entrepreneurship.

**What Makes You a Change Maker:**

- **A natural connector** with an entrepreneurial mindset
- A **passion** for client success, workforce relevance and the local entrepreneurial business environment, including issues and trends.
- A **bright thinker** with an excellent knowledge of business planning, market research, bringing products or services to market, financing alternatives, and business start-up requirements
- **New and exciting ways** to help clients in problem-solving and finding pathways to business success
- **Bold curiosity and a willingness** to learn new technology with previous experience with Microsoft Office, Zoom and Microsoft Teams
- Detail-oriented & thorough, with ability to think "big picture" and understand the key trends and levers that drive a small business
- Possession of and the ability to maintain a clear provincial criminal record check.

**ISSofBC Value Proposition**

- Expected Hiring Salary: \$24.62 – \$27.09 per hour \* Dependent on education, training, experience, and internal equity. \* Wage grids are reviewed annually.
- Paid vacation and personal leave granted based on eligibility
- Extended health and dental benefits upon joining.
- Employer RRSP contribution at 3% with no required employee contribution. Optional employee RRSP contribution at 1-5% with employer contribution up to 5%.
- Employee and Family Assistance Program (EFAP).
- Values-based organization with collaborative peers with a wide range of backgrounds and talents.
- Inclusive culture and innovative workplace with opportunity for new approaches.

**ISSofBC's mission and values emphasize inclusivity and recognition of individuals' unique talents. In recruiting and developing our staff, we see strength in diversity of backgrounds, lived experiences, and identities. We welcome and encourage applicants who bring new perspectives and experiences to our team.**

Applications must include "24079-Ignite" in the subject line and can be sent to: jobs@issbc.org. \*\*All applicants are requested to submit a Cover Letter, outlining their interest in this role, and Resume as a single document in doc or pdf format.

*For Internal Applicants – existing employees and volunteers, please indicate "INTERNAL <job ID number>" in the subject line.* Immigrant Services Society of British Columbia is committed to attracting and sustaining a diverse and inclusive workforce. Applicants must be eligible to work in Canada. Satisfactory completion of a Criminal Records Check is a condition of employment. Only those candidates considered for an interview will be contacted.

**Closing Date: September 3<sup>rd</sup>, 2024.**

*If You are Passionate about Making a Difference Apply Now!*