

BASIN BUSINESS ADVISOR – AGRICULTURE SPECIALIST

SUMMARY

The Basin Business Advisor – Agriculture Specialist provides business advisory services to existing farm businesses including crop, dairy, poultry and meat producers in the Columbia Basin. The Advisor is a business counsellor, providing one-to-one advice and guidance to business owners and managers with the objective to help business owners make the best decisions possible. This full-time position will be located at a Community Futures offices within the Columbia Basin (either Nelson, Cranbrook or Trail) and reports to the BBA Program Manager. Travel throughout the Columbia Basin is required.

KEY ACCOUNTABILITIES

1. Delivering business advisory services to existing agricultural businesses:

- counselling business owners/operators in regards to financial management, business planning, operations management, research, marketing, strategic planning, human resource practices, distribution, cost of production, etc.;
- conducting financial and business assessments and providing detailed recommendations;
- seek out self-directed professional development, input and resources where required;
- meeting with clients in-person (at the client's location or at the BBA office) or virtually (using video-conferencing or other online meeting technology); and
- if appropriate, referring clients to specialized business consultants; and
- conducting follow-up research with clients post engagement.

2. Representing and promoting the BBA program:

- taking part in networking events, presentations and outreach in order to promote awareness and understanding of the BBA program.

3. Supporting the delivery of the BBA program which will include:

- ongoing development of counselling and training materials;
- identifying, liaising and managing relationships with specialized business consultants;
- marketing and promotion of the BBA program;
- systematic gathering of reporting information from clients;
- liaising with program partners and industry/community organizations; and
- supporting the development of workshop curriculum and delivering workshops in-person, via video-conference or other online technology.

QUALIFICATIONS

Education:

- a minimum of a Bachelor's Degree in a related field OR an equivalent combination of education, training and experience; and
- experience and/or education in training, coaching or counselling.

Training and Experience:

- a minimum of five years proven business experience with direct agriculture applications;
- knowledge of farm business management practices, including knowledge of business management practices and concepts including knowledge of business financial statements, knowledge of human resource practices, marketing and sales strategies, distribution, cost of production, research etc.;
- experience in developing business tools or training materials is an asset; and
- experience working with a variety of business environments and structures including social enterprises and cooperatives as well as developing and maintaining relationships with them.

Knowledge, Skills and Abilities:

- personal qualities include characteristics which would engender trust and confidence in business owners accessing the program, such as maturity, empathy and experience;
- active listening and interviewing skills to draw out individual client needs while respecting their culture, level of knowledge and ability to implement;
- strong interpersonal skills and the ability to build relationships with clients, sub-contractors, partners and the business community;
- ability to maintain a high degree of confidentiality; excellent written and verbal communication skills are required;
- comfortable with speaking at public events on behalf of the program;
- knowledge of the Columbia Basin economy is desirable, specifically agriculture;
- strong competency in using the MS Office suite (Excel, Word and PowerPoint);
- an understanding of rural and small community business development;
- ability to travel throughout the Columbia Basin is required, as well as use of a personal vehicle for travel. Mileage will be paid at provincial government rates; and
- ability to work flexible hours.

Supporting the delivery of the BBA program which will include:

- ongoing development of counselling, training and workshop materials;
- identifying, liaising and managing relationships with specialized business consultants;

- providing support to other advisors where required to assist in an area of expertise;
- systematic tracking of time by use of a client data management system to record advisor and client hour and activity;
- systematic gathering of reporting information from clients at the on-set of the client relationship; and
- liaising with program partners and community organizations.

Note: this position does not require extensive knowledge regarding crop science or animal science.

To indicate interest in this position, please submit your resume and a cover letter to info@bbaprogram.ca by **April 3, 2020**. Please reference BBA Agriculture Specialist in the title.

For information on the Basin Business Advisors program visit bbaprogram.ca.