

23 April 2008

**CFDC North Cariboo**  
**Business and Project Development Professional**  
**(Client Service Officer)**

### Overview

The Client Service Officer will work as part of the Community Futures team in supporting the organization's mandate in the following areas:

- Business lending
- Business information and counselling
- Business training
- Community Economic Development

This is a unique opportunity for a diverse and challenging job supporting the development of community, business and people in the North Cariboo region.

### Work Environment

Community Futures offers a personal and flexible work environment with the ability to structure work around individual needs. Preference is for a full-time salaried position, however Community Futures will consider part-time and contract positions to meet the needs of exceptional applicants.

Wages will be commensurate with experience and qualifications. Full-time salaried workers are also eligible for medical, dental and disability benefits.

### Skills Requirements

Qualified applicants will demonstrate success in some combination of the following areas:

- Related post-secondary education
- Owning/operating or managing a business
- Coaching and business development
- Proposal writing
- Workshop development and delivery

- Business Lending
- Marketing
- Finance and accounting
- Business planning
- Community economic development
- Economics and research

Hiring for this position will focus on individuals with the following demonstrated characteristics:

- Success in business and/or project development
- Strong inter-personal skills
- Positive and opportunity-focused
- Results-oriented
- Self-starter

## Hiring Process

Applicants should submit a resume and cover letter to Greg Lawrence by e-mail to [greg@cfquesnel.com](mailto:greg@cfquesnel.com). You may also e-mail or phone with questions to 747-1212.

There is no set close date for this competition. Community Futures will extend this opening until such time as an exceptional applicant is chosen.

For more information on Community Futures, please visit our web-site at [www.cfquesnel.com](http://www.cfquesnel.com) .