



# South Temiskaming Sud

Community Futures Development Corporation  
Société d'aide au développement des collectivités

## Business Loans Advisor

The South Temiskaming Community Futures Development Corporation (CFDC) is one of 267 federally-funded, non-profit organizations delivering the Community Futures Program across Canada. We are currently seeking a bilingual Business Loans Advisor to work from our office in Haileybury, Ontario.

### KEY RESPONSIBILITIES:

- Assisting clients in the preparation of their Business Plans;
- Counselling clients on business issues including regulations, marketing, and financial matters;
- Analyzing & preparing loan submissions for consideration by the Executive Director & Board;
- Conducting client visits, outreach and promotion of CFDC services in the community;
- Establishing networks with financial providers and other sources of referral;
- Loan monitoring and assisting with collection of any demand loans.

### IDEAL CANDIDATE QUALIFICATIONS:

- Post-secondary diploma or degree in business, commerce, or finance;
- Entrepreneurial experience or previous business ownership;
- Experience in business consulting and loan management, including security registration;
- Proficiency in computer software programs, including MS Office;
- Strong analytical skills and ability to review Business Plans and Financial Statements;
- Excellent written and oral communication skills, public-speaking and facilitation ability;
- Valid driver's licence and vehicle.

### COMPENSATION:

The starting annual salary range for this full-time contract position is \$50,000 - \$67,000, commensurate with qualifications and experience. Job shadowing and training is available for the position. Benefits include up to a 5% contribution to a self-directed RSP, and Health, Dental and Vision coverage starting after three-months of employment. Office hours are 8:30am – 5:00pm Monday to Friday, with an option to participate in a trial compressed 4-day work week schedule.

To explore this exciting opportunity applicants are encouraged to submit their cover letter and resume no later than 4:00pm on Thursday, September 14, 2023 to:

**Executive Director  
South Temiskaming CFDC  
467 Ferguson Avenue, P.O. Box 339  
Haileybury, ON, P0J 1K0  
Email: [john@southtemiskaming.com](mailto:john@southtemiskaming.com)**

All applicants are appreciated, however only those selected for an interview will be contacted. The successful candidate will require an acceptable criminal record and credit check.