# Self Employment Counsellor

**Closing date:** December 14, 2021  
**URL:** [https://successbc.ca/jobs/12242-self-employment-counsellor/](https://successbc.ca/jobs/12242-self-employment-counsellor/)

<table>
<thead>
<tr>
<th>Job Type</th>
<th>Permanent Full-Time</th>
<th>Code</th>
<th>12242</th>
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</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$24.30 - $27.40</td>
<td>Hours</td>
<td>35 hours per week</td>
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<tr>
<td>Job Number</td>
<td>12242</td>
<td>Location</td>
<td>Burnaby</td>
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<tr>
<td>Reports To</td>
<td>Senior Manager</td>
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**Division:** Employment & Entrepreneurship Services  
**Program:** Self-Employment Support  
**Number of Positions:** 1

**About the Position:**

The Self-Employment Counsellor recruits program eligible adults with interest and aptitude for business in their process for self-employment and/or business start-up in Greater Vancouver. This position also facilitates skills training and provides coaching using case management approach.

**Reports to:** Senior Manager

**Key Duties & Responsibilities:**

- Recruits eligible participants for the program  
- Delivers program information sessions  
- Performs needs and suitability assessment and create action plans with participants  
- Provides entrepreneurial support and guidance to clients  
- Facilitates business trainings and workshops  
- Coordinates mentoring activities  
- Tracks and documents participants’ achievements and milestones  
- Participates in community events  
- Provides participants with guidance in business plan development
S.U.C.C.E.S.S.

- Participates in internal and external meetings to stay up-to-date on market development and trends
- Assists with the web content development and keeps the website up-to-date
- Engages in proposal writing
- Compiles program statistics for program monitoring, evaluation and monthly reports
- Performs other related tasks as assigned by Senior Manager

Qualifications & Experience:

- Bachelor’s degree, certificate or diploma in a relevant field
- Career Development Practitioner certificate an asset.
- Experience with the WorkBC Integrated Case Management (ICM) system and Employment Program of BC an asset
- Experience in managing a business
- Experience in analysing and evaluating business plan proposals
- Experience in administering and interpreting individual entrepreneurial assessments
- Experience in coaching and mentoring clients
- Experience in performing case management e.g. working with EI clients
- Experience in documentation and report writing
- Experience in working with individuals with complex barriers and a broad range of cultural backgrounds
- Experience in building partnerships with employers, agencies, and other stakeholders
- Knowledge of business start-up in the British Columbia context
- Knowledge of BC Government systems and resources as well as community resources for self-employment and business development support
- Knowledge of local market, economic environment and trends

Job Skills & Abilities:

- Excellent verbal and written communication skills
- Second language is considered an asset
- Excellent coaching skills
- Ability to motivate clients during the business launch and implementation process
- Ability to leverage networks with employers, government agencies, and other community stakeholders to support clients to achieve entrepreneurship goals
- Excellent individual and group presentation and facilitation skills
- Excellent digital literacy skills, including ability to market the program activities and deliver services using technology (e.g. Zoom and Go-to-Meeting).
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- Ability to communicate effectively and compassionately with diverse clientele

Other Requirements:

- Clear Criminal Record Check
- Occasional evening and weekend work may be required
- Deliver program outreach at multiple locations in Greater Vancouver

S.U.C.C.E.S.S. embraces diversity and encourages all qualified applicants to apply. Interested candidates please apply by emailing your application including the following e-mail subject line “Self-Employment Counsellor” by 5:00pm December 14, 2021 and submitting resumes to: james.tong@success.bc.ca

While we appreciate all applications, only those selected for an interview will be contacted.