



**BUSINESS ADVISOR, SPARK AND IGNITE PROGRAM**  
(Posted: May 8 – 22, 2023)

**Job ID #:** 2023-Ignite-04

**Position:** Business Advisor, Regular Full Time  
ISSofBC Welcome Centre – Surrey  
Regular full-time (hybrid) position at 35 hours per week starting on May 15, 2023, until March 31, 2025

**At ISSofBC we believe in:**

- ❖ **Passion** Helping immigrants start and build a future in Canada
- ❖ **Diversity** Acceptance of individuals' unique needs and aspirations
- ❖ **Teamwork** When you succeed, we succeed

**About IGNITE**

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

**IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA**

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- 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.

### **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**

- Role Salary Range: \$26.27 - \$32.35 per hour
- Expected Starting Range: \$26.27 - \$27.88. Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually
- 105 hours of vacation and 35 hours of personal leave
- Extended health and dental benefits
- 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)
- Hybrid work opportunity
- 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.**

**If you are passionate about making a difference, apply now!**

**Email applications must include: “2023-Ignite-04” and can be sent to: [jobs@issbc.org](mailto:jobs@issbc.org)**

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.