



COMMISSION DE DÉVELOPPEMENT ÉCONOMIQUE DES
PREMIÈRES NATIONS DU QUÉBEC ET DU LABRADOR
FIRST NATIONS OF QUEBEC AND LABRADOR ECONOMIC
DEVELOPMENT COMMISSION

Posting date: October 24, 2022
Deadline to apply: November 11, 2022

ENTREPRENEURSHIP ADVISOR – BUSINESS TRANSFER

Job category: regular full-time position

Joining the First Nations of Quebec and Labrador Economic Development Commission (FNQLEDC) means working with a dynamic team in a stimulating work environment!

By working at the FNQLEDC, you can enjoy various benefits:

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| ▲ A competitive salary; | ▲ A monthly cell phone plan allowance; |
| ▲ Friday afternoons off; | ▲ Very good social benefits; |
| ▲ A schedule alternating between telework and work at our Wendake office; | ▲ Two weeks of paid vacation from the first year and two more weeks during the holiday season; |
| ▲ A work environment that facilitates work-family balance; | ▲ And more! |

Salary: Gross annual starting salary is between \$69,574 and \$76,051

Workplace: 265, Place Chef Michel Laveau, bureau 200, Wendake (Quebec)

Job description

The FNQLEDC is an organization whose mission is to advise, help and support First Nations communities and individuals in carrying out their economic development projects.

Under the immediate supervision of the Team leader for economic development accompaniment and consulting services, the Entrepreneurship Advisor – Business Transfer is responsible for raising awareness among Community Economic Development Officers (CEDOs) and entrepreneurs regarding business transfers and supporting them in the business transfer process.

The Advisor works in close collaboration with the Centre de transfert d'entreprise du Québec (CTEQ). The Advisor is responsible for explaining the business transfer process and putting entrepreneurs in touch with their network of experts.

Business transfer advisory and support services

- Educate entrepreneurs and stakeholders about business transfers: explain the stages of the business transfer process, the ecosystem, best practices and risks.
- Develop content and facilitate workshops and presentations for entrepreneurs and CEDOs.
- Organize events related to their expertise (e.g., Regional Business Transfer Day).
- Develop and maintain a network of experts specializing in business transfer (lawyers, tax specialists, banks, funding agencies, etc.).

- Liaise between entrepreneurs, buyers and experts.
- Analyze transfer requests in order to support business buyers in the transfer process.
- Identify the issues and needs for support or training, both locally and regionally, to facilitate the transfer process for Indigenous entrepreneurs.
- Work in collaboration with the CTEQ to raise awareness among foreign business transferors.
- Support all FNQLEDC clients regarding business transfer (information, advice, feasibility analysis, problem solving, etc.).
- Participate in business transfer ecosystem events to promote the services of the FNQLEDC and build and nurture relationships with partners.
- Promote and manage a financial assistance fund for Indigenous business buyers.

General economic development advisory and support services

- Support entrepreneurs in all phases of their development projects (data analysis, feasibility study, business model development, projection of costs and revenues or cash flows, etc.).
- Identify complex files requiring shared support with other advisors or even requiring the intervention of line management.
- Document their interventions among the clientele using tools provided by the organization.
- Plan, organize, coordinate and/or support the implementation of activities and the deployment of programs and events among the clientele.
- Develop effective awareness and training tools and see to their production and distribution (online or in the communities), while adapting the contents or approach to the specific needs of their target clientele if necessary.
- Organize and facilitate information and training sessions online or face-to-face.
- Keep abreast of the programs and resources that are available to their clientele in order to ensure the continuous updating of the services offered in their field.
- Act as an expert resource person for the FNQLEDC's clientele.

Project management

- Assist line management in identifying opportunities for different types of necessary agreements (partnerships, funding, etc.) for the development of local and/or regional projects for their target clientele.
- Assist the Director Finances and Operations in the development of budgets for new projects.
- Ensure the steering and monitoring of their activities and propose areas for improvement.
- Ensure the drafting of activity reports highlighting the impacts of their actions on the economic development of First Nations, particularly Indigenous women.
- Keep abreast of all the organization's projects and participate in project meetings requiring their expertise.

Prerequisites

- Bachelor's degree in administration, economics or other related field and a minimum of three (3) years of experience in starting-up organizations and businesses, or a combination of equivalent and relevant education and experience may also be considered
- Bilingualism (French and English, both written and spoken)
- Knowledge of the financial statements and operating methods of a business
- Knowledge of the challenges of the business world (taxation, finance, HR, etc.)
- Knowledge or experience in the practice or preparation of business transfers is an asset
- Strong interest in working with First Nations
- Knowledge and experience relating to First Nations circles is considered an asset
- Knowledge of Microsoft 365
- Availability to travel regularly and a valid driver's license
- All applicants must accept and consent to the reference check

Desired skills and attitudes

- Ability to manage several projects simultaneously
- Autonomy and proactivity
- Tact and diplomacy
- Ability to set priorities, sense of planning and organization
- Ability to meet deadlines
- Capacity for teamwork
- Adaptability
- Ability to analyze and synthesize
- Relational skills (openness and ease of establishing contacts)
- Problem-solving skills
- Customer service skills

Interested persons must send their curriculum vitae and a cover letter indicating their interest in the position (mandatory) before 12 pm on November 11, 2022 to the attention of:

Mr. Mickel Robertson, Director General
First Nations of Quebec and Labrador Economic Development Commission
265, place Michel Laveau, bureau 200, Wendake (Quebec) G0A 4V0
Fax: (418) 843-6672; Email: lrheaume@cdepnql.org

Only shortlisted candidates will be contacted.

In the event of equal or equivalent applications, the FNQLEDC prioritizes First Nations applications.