

JOB DESCRIPTION

Indigenous Procurement Program Coordinator

Company: Business Link

Reports to: Team Lead, Indigenous Services

Location: Edmonton/Alberta Region

Language: English

Our Mission

Directing and connecting Alberta's entrepreneurs to relevant smalls business support and by providing information to ensure entrepreneurs have the information that they need to be successful in their start-up venture.

Our Vision

By 2020, Business Link and its community will be known throughout Alberta as "the hub" for entrepreneurs seeking help, expertise and champions for their small business.

Our Value Statements

Everything we do is guided by our values:

- We are unbiased, and give the support you need, when you need it.
- We are curious and non-judgmental about your business and ideas, and will always treat you with respect.
- We love working with others, trying new things, and we're always learning.

Job Statement

The Indigenous Procurement Program is a two year initiative designed to support an increase in successful participation of Indigenous businesses in the Government of Canada's procurement processes. The Program Coordinator will be responsible for building awareness of the program, identifying an inventory and maintaining a database of 'procurement ready' Indigenous businesses in Alberta, matching these businesses with available Federal procurement opportunities and supporting them through the bid process. The Indigenous Procurement Program Coordinator will develop strong relationships within the Indigenous business community, and work closely with Business Link's Indigenous Services team as well as the Department of Public Services and Procurement Canada in order to fulfill the objectives of the project.

Reporting to the Team Lead, Indigenous Services, the Indigenous Procurement Program Coordinator is responsible for the planning, coordination, implementation and administration of the Indigenous Procurement Program.



Responsibilities

- Building awareness of the Indigenous Procurement Program across Alberta by coordinating information sessions targeted to established Indigenous businesses, attending events focused on the Indigenous business community and ensuring coordination of community outreach activities with others in Business Link's Indigenous Services team.
- Fostering relationships with other Indigenous business service providers (Aboriginal Capital Corporations, etc.) in support of this program.
- Establishing and maintaining a strong working relationship with representatives from the Department of Public Services and Procurement Canada in order to jointly further the goals of the Indigenous Procurement Program.
- Acting as the first point of contact with Indigenous businesses seeking business support, identifying and maintaining contact with those that are 'procurement ready' in order to connect them with opportunities for Federal contracts.
- Referring Indigenous businesses that are not yet 'procurement ready' to appropriate Business Link services and external service providers in order to support their current business needs.
- Developing a thorough understanding of the Government of Canada's procurement processes for the purpose of supporting Indigenous businesses through the bidding process.
- Keeping up to date on available procurement opportunities through the Federal Government for potential matching with a suitable Indigenous business.
- Completing all activities within assigned budget.
- Ensuring all updates and reporting related to the program are completed by the deadlines provided.

Client Services

- As the first point of contact, you provide a great first impression to all clients and stakeholders by demonstrating a deep sense of care and respect.
- Every day, you help Indigenous business owners meet their goals and achieve their dreams by providing them with top-notch service offerings whenever possible, linking them to services available through Business Link and external service providers.
- You are a source of inspiration to Indigenous business owners and aspiring Indigenous entrepreneurs by helping them every step of the way.
- You demonstrate a sense of understanding for the unique challenges and opportunities that our Indigenous clients come to you with. Proactively following up and responding to their inquiries is just one more way that you demonstrate their importance to Business Link.
- You take pride in learning and understanding the Alberta entrepreneurial ecosystem in order to be the "Trusted Business Advisor" clients call to be referred to the services they need.

Knowledge and Training

- Keeping on top of relevant programs, services, information, and resources to further assist clients with a focus on established Indigenous businesses is one of your priorities. To help meet this priority, you attend regularly scheduled internal training to keep abreast of new and innovative solutions for entrepreneurs.
- You recognize that staying current on trends in the world of entrepreneurship and small business ownership (i.e., government announcements and grants, use of social media, etc.) is critical to building and maintaining your relationships with clients.



- It excites you to provide internal training to fellow Business Link Staff on the Indigenous Procurement Program and bidding opportunities with the Federal Government, so our entire team can have the tools to direct Indigenous Business owners properly.
- Seeking out and taking advantage of available professional and personal development through ongoing skills development, learning and training opportunities is important to you.

Facilitation & Presentation

- You deliver presentations and workshops throughout Alberta to Indigenous business owners or to stakeholders and service providers who also support Indigenous entrepreneurship, always ensuring that the messaging and content is tailored to the audience.
- You keep the audience members focused on the topics being discussed and control the amount of dialogue from participants to the best of your ability, while also being respectful and knowledgeable of protocol in the community.

Outreach and Business Development

- You seek out opportunities to bring information on the Indigenous Procurement Program to communities across Alberta through coordination of events.
- You will work jointly with other team members to ensure program information is shared through direct community outreach across Alberta.
- You aspire to build a network within the Indigenous business community through attendance and networking at targeted business events.
- You conduct outreach and meet with current and potential clients, partners and others in the ecosystem to evaluate synergy opportunities, build relationships and provide support to best serve Indigenous businesses.
- You attend community and stakeholder events to share program information and develop a trusted relationship within the Indigenous business community.
- By attending and assisting in marketing and industry events, you promote what Business Link can do for entrepreneurs.

Team Work and Commitment

- You work with the Team Lead, Indigenous Services to achieve program target for financial performance, quality, culture and legislative adherence.
- You maintain open lines of communication and are a collaborator with fellow team members.
- You are a change agent through the organization by embracing and supporting change initiatives.
- Pitching in and helping other team members is what you do because you are a team player.
- You lend your expertise to other projects that are outside of Indigenous Services as directed by the Team Lead, Indigenous Services.

Administrative

- You maintain and update the CRM to ensure accurate data for business analytics purposes.
- You support the monthly and quarterly reporting process by ensuring client interactions and amazing success stories are regularly captured.
- You take responsibility for and deliver exceptional program specific reporting.



Skills and Qualifications

- A degree in Business, Entrepreneurship or equivalent combination of education and experience
- Demonstrated ability to work effectively in a team and independently
- Extensive experience in small business community with a focus on Indigenous business and government
- A well-rounded understanding of First Nations and Metis communities in Alberta, both geographically and culturally
- Strong business acumen and understanding of small business and entrepreneurship
- Speaking and facilitation experience in front of small and large groups
- Proficient in Microsoft Office Suite
- Understanding of procurement opportunities and processes
- Strong ability to initiate, develop, and maintain relationship with stakeholders at all levels
- Strong interpersonal communication and networking skills
- You have a valid Driver's License for Alberta
- A passion for and willingness to travel throughout Alberta

A combination of education and experience will be considered.

If you are passionate about entrepreneurship and would like to be a part of this innovative team apply at Careers@businesslink.ca.

We would like to thank all applicants in advance for submitting their resumes. Please note, only those candidates chosen to continue on through the selection process will be contacted.

