NLOWE is currently recruiting a qualified individual for the following position:

**Business Start-up Advisor (Avalon)**

The successful candidate will provide guidance and direction to women interested in starting a business. Responsibilities include business advising, documentation and reporting, community capacity building and the development and delivery of information sessions, business skills development workshops and networking events. Knowledge of exporting, supplier diversity and working with ARMS database would be considered an asset.

The ideal candidate will possess an undergraduate degree in business administration/commerce with at least two years experience in client assessment, case management, and business plan development. They must also be comfortable with group presentations and have strong oral and written communication skills. Knowledge of business start-up programs and experience with the operation of small-to-medium-sized enterprises is desirable.

This position requires regular travel. A valid driver’s license and access to a reliable vehicle are required.

**This ad will remain open until suitable person has been selected.**

To apply, please forward a cover letter, resume and three references to:
Suzanne Fogwill, Chief Operating Officer, NLOWE
Email: sfogwill@nlowe.org

*We thank all who apply; however, only those selected for an interview will be contacted.*