

Business Start-up Advisor – Avalon Region

About NLOWE

Founded in 1997, the Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE) has been supporting and encouraging women entrepreneurs for over two decades. Women entrepreneurs face unique challenges and opportunities; we provide our members and clients with the support needed to overcome challenges and take advantage of exciting opportunities as they start their ventures or grow their existing business. Our goal is to make sure women entrepreneurs succeed in business.

NLOWE's mandate is simple... provide programs and services that connect and support women within Newfoundland and Labrador to start, grow and advance their businesses.

Position Overview

Reporting to the Director of Programming & Evaluation, the Business Start-up Advisor is one of NLOWE's key team members needed to facilitate our core service offering. Business Start-up Advisors are a crucial part of NLOWE's team helping us fulfill our mandate and serve our members and clients.

As a Business Start-up Advisor with NLOWE you will work directly with NLOWE members and clients. You are responsible for conducting assessments, reviewing client business plans, and supporting clients in their business plan development by explaining the process of starting and growing a business.

The Business Start-up Advisor handles questions and requests from women entrepreneurs, and NLOWE members and clients. You must communicate complex business ideas, financial information, and advice. The Business Start-up Advisor promotes the Self-Employment Assistance program (SEA), assesses for program eligibility, and assists clients and members with completing the program application. The Business Start-up Advisor is also responsible for delivering and conducting information sessions and training for members and clients. The role involves travelling and conducting site visits, as needed, to clients' businesses in their region of the province. When working with clients, the Business Start-up Advisor provides them with information, support, and guidance through the start-up stage and beyond.

Job Responsibilities

- Corresponds with clients regarding several topics including, SEA Program, business startup questions, membership questions, referrals to other advisors/services, setting up meetings, and training opportunities
- Provides advisory services, advice, and recommendations on business issues and in response to specific questions

- Reviews business plans and other documents submitted by clients and members
- Writes letters of support and facilitates the completion of documents for SEA program applications
- Attends tradeshow and conferences, client meet and greets, represents NLOWE/SEA program in person and virtually.
- Completes site visits and client meetings at clients' businesses
- Attends in-person and virtual webinars and training sessions to stay up to date on business and market trends, as well as to maintain knowledge and skills
- Presents NLOWE services and related topics to groups, members, and clients
- Educates members and clients on available funding program options
- Determines if businesses are viable and should be supported through the SEA
- Promotes NLOWE programs and services across their respective region

Education and experience

- Degree in Business or a business-related field
- Minimum 5 years' experience in a business advisory or business planning role
- Entrepreneurial experience.
- Knowledge of business start-up programs.
- Proficient with Microsoft Office Suite, Microsoft Teams, Zoom.
- Knowledge of Self-Employment Assistance (SEA) program.
- Valid drivers and access to a reliable vehicle are required.

Hours & Work Location

This position is a permanent, full-time contract subject to funding availability-35 hours per week. Hours are typically worked Monday to Friday, 8:30 – 4:30, Advisors are expected to offer flexibility within their schedules to meet the needs of their clients and help support NLOWE programs and events, evening and weekend support may be required from time-to-time as well as travel across the respective regions to meet clients and attend events.

The Business Start-Up Advisor-Avalon Region will work from NLOWE's head office at 58 Glencoe Drive, Mount Pearl NL.

NLOWE offers a competitive compensation package with medical benefits and generous annual leave. NLOWE offers a hybrid work model and employees work in the St. John's office 3 days/week and work from home 2 days/week.

To apply for this position, please send resume and three references to info@nlowe.org. Thank-you to all those who apply. Only those selected for an interview will be contacted. The posting will remain open until a successful candidate is selected.