

## Economic Transition Centre Client Advisor

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The Battle River Economic Opportunities Committee (BREOC) is a collaborative partnership representing the County of Paintearth No. 18, Flagstaff County, the Towns of Castor and Coronation, the Villages of Forestburg, Halkirk and Heisler, and the greater region.

The Westmoreland Mine and Battle River Generating Station located within the Region face closure and/or serious restructuring at best. This substantial economic and social impacts is resulting in a comprehensive socio-economic transition process. An important part of the process is the establishment of two Transition Centres, the Battle River Innovation Centres (BRIC), located in Castor and Forestburg, Alberta. Currently BREOC is seeking to hire one Transition Centre Client Advisor to support the implementation and coordination of various transition initiatives.

Working under the direct guidance of the Transition Centre Coordinator and in partnership with Urban Systems Ltd/Lochaven Management Consultants Ltd., but reporting to the County of Paintearth; the Transition Centre Client Advisor is responsible for the following:

### Primary Duties (Include)

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This is a community economic development support position with considerable opportunity to learn the dynamic field of economic development. Under the direction of the Transition Centre Coordinator, the successful candidate will undertake a number of key duties, including but not limited to the following:

- Support the Economic Transition Coordinator in their efforts to promote and facilitate transition;
- Build relationships and trust with centre clients through open and interactive communication;
- Assess client needs and assist with navigating various service provider support(s) and program(s);
- Assist clients to prepare job search documents (i.e. resumes, cover letters, applications);
- Provide general business guidance for business start-ups and existing entrepreneurs;
- Be a strong transition team member in the service of the local communities

### Abilities (Preferred)

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- Client oriented and the ability to adapt/respond to different types of clients and situations;
- Well organized with an ability to multi-task, prioritize, and manage time effectively;
- Ability to understand, explain, and promote employment and business opportunities;
- Computer skills including the ability to operate office tools including, Excel, and Word processing software at a highly proficient level;
- Engage and support clients in their employment related needs;
- Engage and support clients in the business planning process

### Education/Training (Preferred)

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- Some university training (bachelor's degree) or college diploma in business, economics, finance, public administration preferred;
- Experience working within an economic development department, business, and/or an employment services environment;
- Proficient in the use of current and trending information technologies;

### Compensation

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Depending upon qualifications a starting salary of \$35,000 to \$40,000/per annum.

### Location of Work

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While some travel will be required within the BREOC region, the Economic Transition Centre Client Advisor will be based out of the Transition Centre located in Forestburg, Alberta.

Interested candidates can apply through Indeed Canada or send information to [enquire@lochavenmanagement.com](mailto:enquire@lochavenmanagement.com)