



**You have experience with financial lending (preferably to small business) and can interpret financial statements. You understand the entrepreneurial spirit. You are excited about helping people realize their career and business goals. You are creative and able to think outside the box when working with clients to arrive at dynamic solutions. You are motivated by a challenge.**

*If this describes you, Community Futures Yellowhead East wants to talk with you!*

Community Futures Yellowhead East is a grassroots Community Economic Development organization governed by a volunteer Board of Directors. Community Futures is a strong community stakeholder that contributes to the economy by assisting clients in starting, operating, and buying businesses; works with non-profit organizations and municipalities in Strategic Planning and Business Planning and providing ongoing clients support in the form of Coaching, Mentorship, and Business Incubation.

We wish to engage the services of a Business Advisor to provide Business Lending services. This position will involve community networking, conducting initial client meetings, helping clients with loan applications; providing counseling and/or technical support and completing all due diligence associated with the lending portfolio, including security and collateral checks; presenting loan applications to the Board of Directors; upon approval, preparing all loan documents and ensuring they are completed; ensuring site visits, client follow-ups and paperwork management are complete.

This is a permanent position commencing immediately (30 to 37.5 hours per week and start date negotiable). Remuneration will be commensurate with experience.

Interested candidates are asked to apply with resume and include a cover letter that indicates compensation requirement. Please email applications to [mjones@albertacf.com](mailto:mjones@albertacf.com).

We thank all applicants for considering this exciting opportunity but advise that we will only be responding to those applicants selected for an interview. This position will remain open until a suitable candidate is found.

***Please note: The successful candidate is required to live in the Whitecourt, AB region, and must be legally eligible to work in Canada in order to be considered for this role. No applications will be accepted that don't meet these criteria.***

*Community Futures is committed to attracting, engaging, and developing a diverse and inclusive workforce. As well, your privacy is important to us – please rest assured that all applications will remain confidential at all times. We do not retain candidate profiles or resumes.*