



EMPLOYMENT OPPORTUNITY

Job Title: Business Services Officer
Location: Fort Frances, Ontario and throughout the Rainy River District
Job Type: Full-Time, Permanent

About Us

RRFDC is part of the Community Futures Program. We are one of 267 non-profit offices across Canada that provide small business services to people living in rural and remote communities. Our mandate is to promote and support entrepreneurship, solution-based lending, and community partnerships in the pursuit of regional economic development.

Job Description

RRFDC is seeking a motivated and organized Business Services Officer to join our team. This position provides front-line support to entrepreneurs and small business owners across the Rainy River District. The successful candidate will assist with client intake, business plan formatting, program navigation, workshop coordination, and general office administration. The Business Services Officer reports directly to the Executive Director.

Responsibilities

Client & Business Support

- Respond to client inquiries in person, by phone, and by email
- Conduct initial client intake meetings using established templates
- Assist clients with business plan formatting and template-based cash flow projections
- Provide general information on business start-up programs and small business services
- Support clients with completion of applications for grants and other funding programs
- Maintain confidential client files and enter data into internal systems
- Refer lending inquiries to the Executive Director

Workshops & Community Engagement

- Assist with coordination and delivery of small business workshops and training
- Manage workshop registrations and participant follow-up
- Support community outreach and promotion of RRFDC services
- Attend community and networking events as required

Administrative Support

- Maintain organized filing systems (digital and paper)
- Assist in preparing board meeting packages and reports
- Take meeting minutes as assigned
- Support monthly activity tracking and reporting requirements
- Provide general office support and coordination



Ideal Candidate Qualifications

- Post-secondary diploma or degree in business, administration, or related field (or equivalent experience)
- 1–3 years' experience in administration, customer service, or business support
- Strong interest in entrepreneurship and community economic development
- Proficiency in Microsoft Office 365
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to maintain confidentiality and exercise professional judgement
- Valid driver's license and access to a vehicle
- Successful applicant will be required to provide a Vulnerable Sector Check (VSC)

Compensation

Permanent full-time position. The starting annual salary range for this position is \$45,000-\$55,000 depending on experience and qualifications. Training and mentorship will be provided. Benefits include up to 3% contribution to a self-directed RSP, health, dental and vision coverage starting after 3-months of employment.

Hours of Operation

Office hours are Monday to Friday, 8:30 am to 4:30 pm and may require working occasional evenings or weekends to cover community events and/or workshops and training. You will primarily work from our office in Fort Frances and will also attend client visits and community events throughout the Rainy River District.

Application Deadline

This job opportunity will remain open until a successful candidate has been hired.

How to Apply

Please submit your resume and cover letter detailing your relevant experience and why you are the ideal candidate for this position to:

Angela Halvorsen Smith
Executive Director
Rainy River Future Development Corporation
601 Mowat Avenue
Fort Frances, ON P9A 1Z2
Email: angela@rrfdc.on.ca

"RRFDC wishes to thank all applicants; however, only those selected for an interview will be contacted. RRFDC is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document is available in an alternative format upon request."