

**Community Futures West Interlake has an opening for a Business Analyst.**

Community Futures West Interlake serves the municipalities of Woodlands, St. Laurent, Coldwell, West Interlake and Grahamdale, located on PTH #6 in Manitoba's Interlake. Community Futures West Interlake delivers a variety of services including loans, technical and advisory services for small and medium-sized businesses, services targeted to youth and entrepreneurs with disabilities, and community economic development and planning.

**The Position:**

- Assisting business clients by providing business information and resources
- Analysing and assessing business proposals, preparing loan applications, business proposals and loan documentation
- Monitoring the investment loan portfolio
- Providing business training and development, marketing programs and administration of the Self Employment Assistance Program

**The Qualifications:****Personal characteristics:**

- Strong inter-personal and communications skills
- Ability to function well in a small team environment
- Ability to take direction and work with a volunteer based organization and lending committee
- Results oriented self-starter
- Confidence in making decisions and communicating decisions effectively to clients

**Education and/or Experience:**

- Business diploma or degree
- Commercial lending
- Small business ownership
- Business analysis, counseling, coaching and business development experience

**Computer Skills:**

- Proficiency with Microsoft Excel and Word is required
- The software program, The Exceptional Assistant, experience would be considered an asset

**Hours:**

Regular office hours are 8:30 to 4:30 PM, Monday to Friday. Limited evening and weekend work is required related to meetings, events, training and conferences. Travel is required throughout the region and a valid Class 5 driver's license is required.

Please submit your cover letter and resume by 4:00 p.m., Friday, May 31, 2019.

By email: [lane@westinterlake.com](mailto:lane@westinterlake.com)

By Mail: Attention: Lana Cowling-Mason, Community Futures West Interlake  
Box 68 Ashern, Manitoba R0C 0E0