



BUSINESS ANALYST

Community Futures Highwood is looking for an energetic Business Professional to join our team in supporting ‘small business growth’ in the Highwood region by providing Business Advisory and Business Plan Services; Small Business Loan Assistance; and Entrepreneurial Training Programs.

The candidate will have a working knowledge of business financial statements and small business operations; have good analytical skills in assessing client plans; have good research and facilitation skills; excellent computer skills; be a team player; and have a strong desire to learn with this small 24 year old not-for-profit organization. Working experiences with not for profit Boards is a real asset.

Submit your resume by February 16, 2010, to the “General Manager” either by email or by mail to our Okotoks Office.

Position Salary Range \$38,000 to \$55,500 with an Insurance; health; and dental benefit program after 3 months. Starting salary will not exceed the mid range of the position and will depend upon transferable skills and experience.

We also offer a flexible work environment.

Community Futures Highwood is a not for profit organization under the leadership of a board of directors consisting of the 10 shareholder municipalities which we serve: Towns of Nanton; Vulcan; High River; Okotoks; Black Diamond; and Turner Valley along with the M.D. of Foothills and Willow Creek; the County of Vulcan; and the Kananaskis Improvement District.

We thank all who apply but only those selected for an interview will be contacted.

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Growing communities one idea at a time.

