



## **Business Support Network (BSN) Coordinator**

### **About the BSN**

The Drayton Valley Regional Business Support Network (BSN) exists to drive business advancement across the region by equipping local entrepreneurs and organizations with the tools, knowledge, and connections they need to succeed. Grounded in its mission to inspire innovation, foster growth, and create a positive community impact, the BSN acts as the central hub for business support linking resources, people, and opportunities together to strengthen the regional economy.

The BSN is guided by a dedicated partnership of regional leaders, including:

- Town of Drayton Valley,
- Brazeau County,
- University of Alberta,
- Community Futures Capital Region, and
- Government of Alberta.

Together, the BSN Steering Committee works collaboratively to strengthen the local business environment and champion long-term economic success across the region.

### **About the Opportunity**

The Business Support Network (BSN) is seeking a highly organized and relationship-driven Coordinator to serve as the key liaison between the local business community and the BSN Steering Committee.

In this role, you will help shape a thriving business ecosystem by identifying the evolving needs of local businesses and delivering meaningful programming and engagement opportunities. You will lead strategic networking initiatives, foster strong member relationships, coordinate high-impact events, and support promotional efforts that strengthen the growth and prosperity of the business community.

The approved annual budget for this contract is up to \$23,000.

This is an exciting opportunity for someone who enjoys connecting people, turning ideas into action, and creating experiences that deliver measurable value.

### **Scope of Services**

The Contractor will act as a liaison between the business community and the BSN Steering Committee to identify emerging needs and coordinate initiatives that enhance business engagement and development.



Services to be delivered include, but are not limited to, the following:

#### Member Engagement & Network Development

- Maintain and update membership lists, databases, and communication channels.
- Build strong relationships with members to understand their needs and identify opportunities for support.
- Connect businesses with relevant partners, resources, and support.
- Based on direction from the Steering Committee, identify partnership opportunities that enhance network value.

#### Event Planning & Program Delivery

- Plan, organize, and deliver networking events, workshops, and learning sessions.
- Design and coordinate workshop series aligned with the needs of local businesses and BSN strategic priorities.
- Develop comprehensive Project Implementation Plans (PIPs) for events and initiatives.
- Translate event requirements into clear, actionable deliverables and timelines.
- Coordinate speakers, venues, catering, schedules, materials, and event-day logistics.
- Oversee implementation from concept to post-event evaluation.
- Administer participant feedback surveys and conduct lessons-learned evaluations to improve future programming.

#### Communications & Marketing

- Work in collaboration with the BSN Steering Committee to develop and distribute promotional materials and communications for BSN initiatives.
- Support the use of social media platforms and digital communications.
- Create engaging content using tools such as Google Suite and Canva.
- Ensure consistent messaging aligned with the BSN brand and strategy.

#### Governance & Administrative Support

- Participate in the BSN Steering Committee, with the potential to serve as the Chair.
- Prepare meeting agendas, record minutes, and track follow-up actions.
- Provide regular reports and updates to the BSN Steering Committee.
- Support administrative tasks that contribute to the overall success of the network.
- Assist in tracking program outcomes and performance metrics.
- Assist with administrative tasks, reporting, and other duties that support the success of the network.



## **Deliverables & Performance Expectations**

The Contractor will be expected to:

- Deliver agreed-upon programming within established timelines and budget parameters.
- Provide regular written progress updates to the BSN Steering Committee.
- Maintain accurate records of member engagement and event participation.
- Demonstrate measurable impact through participation levels, feedback results, and network growth indicators.

Specific performance metrics and reporting frequency will be outlined in the service agreement.

## **What You Bring**

The ideal contractor is relationship-focused, proactive, detail-oriented, and capable of working independently while maintaining strong collaboration with volunteer leadership.

### **Experience & Qualifications**

- Experience in event planning, networking coordination, community engagement, or business development.
- Demonstrated project management experience with the ability to manage multiple initiatives simultaneously.
- Experience working with committees, boards, or stakeholder groups (asset).
- Marketing or communications experience (asset).

### **Skills & Competencies**

- Strong organizational and time-management skills.
- Excellent written and verbal communication abilities.
- Confident relationship builder with strong interpersonal skills.
- Strategic thinker with the ability to translate ideas into actionable plans.
- Detail-oriented with strong follow-through.
- Ability to work independently while collaborating effectively with the BSN Steering Committee, volunteers and stakeholders.
- Proficiency with Google Workspace, Canva, and social media platforms (e.g., Facebook).

## **What Success Looks Like**

- Increased member engagement and participation in BSN initiatives.
- Well-executed, high-value events with strong attendance and positive feedback.
- Clear communication and strong relationships across the network.
- Efficient coordination of initiatives and events with measurable outcomes.



- A growing, vibrant, and connected local business community.

### **Compensation & Contract Value**

This is an independent contractor opportunity. The Contractor will be engaged under a Contract for Services agreement.

#### Suggested Rate Range

Based on scope of work and comparable coordination roles, the BSN Steering Committee anticipates a rate in the range of:

- **\$28 to \$34 per hour (commensurate with experience)**

*Independent contractor rate — contractor responsible for insurance, WCB (if required), taxes, and statutory remittances.* The Steering Committee anticipates an average commitment of approximately 15 hours per week (up to 780 hours annually).

### **Contract Requirements**

This opportunity is structured as an independent contractor agreement and does not constitute an employment relationship under Alberta's *Employment Standards Code*. The successful proponent will operate as a self-employed contractor and must comply with all applicable municipal, provincial, and federal legislation.

The Contractor must:

- Provide their own workspace, equipment, tools, software, and transportation necessary to fulfill the scope of work.
- Maintain appropriate Commercial General Liability Insurance and provide proof of coverage upon request.
- Maintain active WCB coverage where required or provide documentation confirming independent operator status.
- Be responsible for all income taxes, CPP contributions, GST (if applicable), and other statutory remittances.
- Invoice according to agreed-upon terms and maintain appropriate business records.
- Deliver services in alignment with the approved scope of work and BSN Steering Committee expectations.

**Job Title:** Business Support Network (BSN) Coordinator - Contract Position / Independent Contractor

**Organization:** Drayton Valley Regional Business Support Network

**Term:** 1 year contract with potential renewal, part time at approximately 15 hours/week (occasional evening/weekend work is required)

**Location:** Remote



### **How to Apply**

Please submit the following:

- Cover letter outlining relevant experience.
- Resume.
- Proposed rate, either hourly or contract.
- Optional supporting documents such as a portfolio

### **Submit Applications to:**

[draytonvalleyregionalbsn@gmail.com](mailto:draytonvalleyregionalbsn@gmail.com)

Subject Line: BSN Coordinator 2026

We thank all applicants for their interest. Only those selected for an interview will be contacted.