



TRICORP

NOW HIRING!

Business Support Officer (BSO)

Empowering Indigenous Entrepreneurs Through TRICORP Programs

Location: Prince Rupert, BC

Contract: Full-time, ending March 31, 2029

Start Date: Immediate

Salary: \$70,000/year

About the Role

Are you passionate about supporting Indigenous entrepreneurs and making a lasting impact in community economic development? Join our team as a Business Support Officer with the Tribal Resources Investment Corporation (TRICORP) and Indigenous Financial Institution (IFI). In this pivotal role, you will deliver quality administration of TRICORP programs, serve as the main point of contact for Indigenous entrepreneurs seeking business services or financing, and provide outreach to communities within IFI's service region.

Key Responsibilities

- **Client Support:** Guide Indigenous entrepreneurs through TRICORP programs, helping them access loan funds and business services.
- **Administrative Assistance:** Provide proposal writing and administrative support to grant and loan recipients, ensuring clients are aware of new financing opportunities.
- **Business Development:** Assist clients in developing and refining business plans, collaborating with external consultants as needed.
- **Business Coaching:** Offer direct coaching and advisory services, and facilitate specialized support from IFI team members.
- **Program Management:** Maintain and optimize the entrepreneur database, regularly review credit and loan files, and contribute to program evaluation through comprehensive reporting.
- **Lending Support & Outreach:** Help expand the client base for small business lending, actively engage with communities, and promote available programs and services.
- **Ongoing Monitoring:** Conduct regular follow-ups with clients post-disbursement, arrange site visits, identify risks, and ensure compliance with relevant permits, licenses, and regulatory requirements.
- **Relationship Building:** Foster an inclusive, supportive environment for Indigenous entrepreneurs, build strong relationships, and respond to inquiries professionally and warmly.

- **Program Delivery:** Ensure all activities align with TRICORP's program goals, keep accurate client records, track project outcomes, and participate in promotional and networking events.

What You Bring

- 3-5 years of experience in community economic development, business finance, banking, credit unions, or non-profit organizations (supporting Indigenous entrepreneurs is highly valued).
- Proven financial knowledge, including budgeting and financial planning.
- Degree or diploma in business administration, finance, community economic development, planning, or a related field (or equivalent experience).
- Experience in Indigenous business development or economic initiatives is an asset.
- Cultural competency and understanding of Indigenous histories, cultures, and unique community challenges.
- Familiarity with government loan, grant, and contribution programs (especially for Indigenous women) is highly beneficial.
- Strong written and verbal communication skills in English.
- Proficiency in Microsoft Office Suite, web-based databases, and relevant software tools.
- Excellent organizational and interpersonal skills, customer-focused approach.
- Solid understanding of accounting, marketing, and business management practices.
- Must have a valid BC Driver's License and a reliable vehicle.

Who We Are

The Tribal Resources Investment Corporation (TRICORP) is a not-for-profit First Nations-owned lending institution committed to empowering local entrepreneurs, small businesses, and economic development initiatives while enhancing skills within First Nations communities in Northwestern British Columbia.

“Our vision for our people: Economic Self-reliance”

Why Work with Us

- An opportunity to work with like-minded people who wish to make a positive contribution and impact.
- A healthy extended benefits plan, including LTD and Life Insurance.
- 2 weeks' vacation, plus paid time off over Christmas and New Year's.
- 15 paid sick days per year.
- 14 Statutory Holidays each year.
- Commitment to your ongoing learning and development.

How to Apply

If you are eager to make a difference in Indigenous business development and economic empowerment, we invite you to apply for this rewarding opportunity. Please submit your resume and cover letter outlining your experience and motivation for the role.

Apply here:

<https://mnp.app.loxo.co/job/MzA5MjEtcGE0bnMyNHhkNHRuamE5bg==?t=1767723450379>

Applications will be reviewed until the position is filled.

We thank all applicants for their interest; however only selected individuals will be contacted for screening.