

We're Hiring!



We support opportunities to start or grow

Business or Social Enterprise through business advisory, lending, and training offerings. Our team helps entrepreneurs of all ages from idea generation, start-up, and growth.



Communications Officer

We have an Opportunity for a creative team player with a passion for social marketing!

The person will...

- Work closely with the Lending, Training, and Consulting Teams to effectively support client growth, business planning/development and facilitate communications.
- Demonstrate excellence in client service, relationship management.
- Remain current on all aspects of communications marketing trends and social media.
- Assist research, develop, and deliver communication materials and activities.
- Assist in the preparation of reports, and other monitoring materials.
- Promote our value added services to clients/businesses and performs other related duties as directed.

Areas of desirable qualification are...

- Highly motivated, detail-oriented and goal-driven "Can Do" attitude.
- Interest in communications/social media, entrepreneurship and client counseling.
- Highly developed oral, written and communication skills.
- Computer software literacy and social media skills (e.g. Publisher, Facebook).
- Experience with a business development or communications agency would be an asset.
- Post-secondary education in a related program, e.g. Marketing, Communications, Public Affairs.
- Ability to travel, use own vehicle, valid driver's license.

Please apply by submitting your cover letter and resume to Communications@mboc.ca by 12 p.m. February 23/18. We appreciate all applications, however, only those selected for an interview will be contacted.

For more information about us, please visit www.m boc.ca