



## **Business Development Officer**

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

### **About Vancouver Region Educational Services:**

Vancouver Region Educational Services (VRES) is a non-profit organization offering accessible and meaningful learning experiences to communities across the Vancouver Region. We support growth through educational programs, youth initiatives, and community partnerships that encourage skill development, confidence, and creativity.

### **About this opportunity:**

As a Business Development Officer, you will support outreach, partnership development, and growth initiatives for VRES programs. You will assist with identifying new collaboration opportunities, maintaining partner relationships, and promoting educational services to schools and community organizations. This role involves communication, strategic planning support, and participation in programs that broaden community access to learning.

Key responsibilities are as follows:

- Assist in identifying outreach opportunities to expand partnerships with schools, community organizations, and youth groups
- Maintain communication with partner organizations and respond to inquiries related to collaboration or programming
- Participate in proposal creation and presentations to support program promotion
- Assist in documenting contact lists, partnership records, and outreach progress
- Help plan promotional visits, information sessions, and school or community partnerships across Metro Vancouver
- Support marketing and communication efforts to promote upcoming events and programs
- Provide administrative support related to scheduling, partnership materials, and documentation
- Support program delivery as needed, including camps, workshops, and community activities



Requirements:

- Interest in business development, marketing, education outreach, or community programming
- Strong verbal and written communication skills, particularly for building professional relationships
- Ability to present information clearly and confidently to groups, parents, or partner organizations
- Ability to work 35 to 40-hour work weeks, including evenings and weekends based on assigned shifts
- Mobility to commute to community centers, schools, and partner sites across Metro Vancouver
- A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check are required (not reimbursed). These may be obtained after securing the role but must be completed before the first day of work
- Candidates must be between 15-30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

Assets:

- Experience in sales, marketing, outreach, or partnership building
- Familiarity with CRM tools or communication platforms used in outreach campaigns
- Fluency in more than one language (reading, writing, speaking, listening)
- Access to a car and a valid Class 5/7 British Columbia driver's license

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.