



**Requires a
Business Manager
Term Position
April 23, 2012 - March 31, 2013**

This position will be responsible for the promotion of a 'Plain Language' small business within the community. In addition, the successful candidate will support / instruct CASA 'Plain Language' translators in the ongoing development of business / marketing plans and the overall operation of a small business and contractual work.

Qualifications:

- Post-secondary diploma, preferably in Business Admin
- Knowledge / experience in the operation of a small business
- Knowledge of community resources available to assist / promote new business (funding, grants)
- Strong communication, organizational, interpersonal, leadership, problem solving skills, initiative and the ability to work independently
- Computer skills; Microsoft Office 2007, (Word, Excel, PowerPoint) Photoshop.
- Experience with supporting individuals with disabilities
- Driver's license and vehicle as travel will be necessary

Duties:

- Provide training to translators in business operations in areas such as financial management, bookkeeping, marketing, presentations
- Successfully obtain 2 or 3 new translating contracts as part of the business plan / marketing.
- Provide reports on the progress of the "Plain Language" business development and the feasibility / sustainability of the business

Hours / Compensation:

- 20 hours / week
- Wage: \$21.53 per hour

Direct Resumes / Applications to C.A.S.A.
#300 – 5000 50 Ave. Red Deer, AB T4N 6C2
Fax 346-8015

E-mail: C_A_S_A_@hotmail.com

Deadline: When suitable candidate found.