

Programs and Events Coordinator

The Brock Youth Centre requires the services of a part-time Programs and Events Coordinator to assist in the implementation of the Youth Enterprise and Employment Program (approximately 20 hours per week, weekdays and occasional evenings with anticipated completion March 31, 2019). The Programs and Events Coordinator is responsible for the effective organization and delivery of the events of the Youth Enterprise and Employment Initiative offered by the BYC made that is made possible through the generous funding support of the Government of Canada and the Province of Ontario in addition to community generated funds and local government support.

The Coordinator will assist the Director of Programs and Partnerships in providing small business mentorship to help new entrepreneurs to develop business plans, and build strong business practices through the training and mentorship components of successful BYC and Partner Entrepreneurship programs. Similarly, you will lead the establishment and understanding of business operations and services amongst clients in the Employability stream of the Program.

The Coordinator will implement a newly arranged business start-up competition offering program participants the opportunity to pitch for a community business assistance package presented by local enterprises providing services needed to sustain a new business in the region including: legal, accounting, marketing, meeting space access and other services being solicited through the BYC (total value to exceed \$5000).

Duties and Responsibilities:

Coordinate the Youth Enterprise and Employment Program for clients aged 18 to 29 starting new businesses, interested in leveraging local business expertise in growing their existing businesses and those in the client group seeking improved employment opportunities through business skills betterment.

Work closely with prospective participants in the Youth Enterprise and Employment Program during the application process, reviewing and evaluating business plan submissions and learning objectives.

Coordinate custom business training plans for applicants to the YEP.

Provide advisory support and early-stage consultation to entrepreneurs that are starting/growing a business.

Manage the program pipeline, ensuring that all potential applicants at various stages in the program understand their requirements, deadlines, etc.

Monitor and troubleshoot clients progress

Ensure successful participants have completed all elements of the program, responsible for documenting and recording outcomes for the program and collect, record and submit statistics to the BYC Director of Programs and Partnerships.

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Research, design, and develop content, as well as deliver outreach/informational presentations as required.

Recruit local mentors and coordinate attendance of mentors and participants at monthly mentorship meetings, as well as facilitate these meetings.

Make recommendations to entrepreneurs regarding their businesses including: licensing and regulation, improving business plans, developing financial projections & marketing strategies, hiring and growing their business and conducting market research.

Provide information, guidance, support, and customer service to clients in the process of upgrading their employability skills and understanding of workplace culture.

Assist in the day to day operations as part of the team at BYC.

Position Requirements:

Completion of a college certificate or diploma (preferably in a related program), two years of related experience; or an equivalent of related education and experience.

Two years of business development/sales experience with an understanding of the small business sector, marketing, and program development and management.

Strong knowledge of business principles (accounting, marketing, finance, planning) in order to answer and provide advice on a broad range of business related questions; review and comment on financial statements related to business plans.

Ability to coordinate diverse programs and interest groups (e.g., clients in the employability stream or the enterprise channel, private sponsors, funding partners, government agencies)

Knowledge and skill in research, information management, advisory services, with an ability to analyze the usefulness of resources

Communication skills in order to speak with authority regarding area of expertise to individuals and in group settings

Strong computer skills including Microsoft Word, Excel, PowerPoint, email and internet (or other similar software programs) and knowledge of social media marketing

Experience running a small business or having worked for small businesses (considered an asset) in various capacities where decision-making authority was exercised that directly influenced the decisions made on behalf of the business.

Because this position would be required to travel to outreach to clients and supporters, a valid Province of Ontario driver's license with a reliable motor vehicle is necessary.

Hours of Work: Approximately 20 hours per week (Includes weekdays and occasional evenings)