



JOB OPPORTUNITY: North Claybelt CFDC – Head Start In Business Program Coordinator – Northeastern Ontario (NordAski, North Claybelt, Venture Centre, KDCDC) Hearst to Kirkland Lake

North Claybelt CFDC -Headstart in Business is a **24 Community Futures Development Corporations** project across Northern Ontario mandated to introduce entrepreneurship to youth. Under the direction of the Program Manager the **Youth Entrepreneurship Program Coordinator** shall:

PLANNING PHASE:

As part of a team of coordinators in the Northern Ontario will develop and implement a plan for youth entrepreneurship programming initiatives throughout their catchment area

RESPONSIBILITIES:

- Act as lead on the Youth Enterprise Camp Regional project and the Enterprise Olympics Regional Project
- Be responsible for three to four Community Futures Development Corporation catchment areas
- Supervise interns hired for the project in their respective regions
- Attend Youth Enterprise camp as Camp Director for one week
- Prepare timelines and work plans for approved Youth Entrepreneurship programming.
- Liaise with school boards and other community organizations in the implementation of new programming
- Solicit sponsorship and ensure recruitment for approved activities.
- Deliver project specific programming.
- Attend all Team/Committee and Board Meetings, as required.
- Participate in youth related workshops and seminars as required.
- Be responsible for program evaluation and assessment of deliverables
- Support an intern if one is hired in catchment area, **Interns report directly to their CFDC Manager**

FINANCIAL ADMINISTRATION: Administer Program Coordinator and all project specific budgets.

DATA COLLECTION: Report to Project Manager all deliverables on a quarterly basis. Report to CFDC Board of Directors monthly. Collect data as requested.

QUALIFICATIONS

- Post-secondary education (College or University) in Business-related field with experience instructing groups; or Post-secondary education (College or University) in an Education-related field with strong knowledge of entrepreneurship principles and practices; or an alternate acceptable combination of education and experience
- Marketing or public relations experience would be considered an asset.
- Facilitation experience would be considered an asset.
- Excellent working knowledge of software programs such as MS Word, MS Excel, MS PowerPoint
- Excellent communication skills in both Official Languages
- Possess a valid driver's license
- Complete a current Vulnerable Sector Criminal Reference Check

Application Instructions

Deadline for applications is January 2nd, 2019 Only candidates considered to be qualified for the position will be contacted for an interview. Letters of application and resumes may be emailed or mailed to the following address:

Cindy Reasbeck- Program Manager

Headstart in Business, North Claybelt CFDC, 6 Ash Street, Kapuskasing, ON

Tel: 705 337-1407

E-mail: cindy.reasbeck@headstartinbusiness.com