

# Community Coordinator, British Columbia

7 month contract until December 31, 2015– Part-time, 3 days per week  
or Full-Time, 5 days per week



**Are you passionate about helping young people to realize their dream of starting a business, in their own community?**

**Are you good at making connections for people and helping them to access the resources they need?**

**Would you like to help build economic opportunities for First Nations and other young entrepreneurs in Northern B.C.?**

**Then you might just be the person we have been looking for!**

## What we do:

**Futurpreneur Canada** (formerly the Canadian Youth Business Foundation, or CYBF) has been fuelling the entrepreneurial passions of Canada's young enterprise for nearly two decades. We are the only national, non-profit organization that provides financing, mentoring and support tools to aspiring business owners aged 18-39. Our internationally recognized mentoring program hand matches young entrepreneurs with a business expert from a network of more than 2,800 volunteer mentors.

Futurpreneur Canada is a founding member of the G20 Young Entrepreneurs' Alliance, the Canadian member of The Prince's Youth Business International, and the Canadian host of Global Entrepreneurship Week. [www.futurpreneur.ca](http://www.futurpreneur.ca). [Futurpreneur](#) [@Futurpreneur](#)

This position is funded in partnership with BG Canada as part of the ThriveNorth project, an initiative to help young entrepreneurs in the pacific northwest to start and grow businesses. ThriveNorth provides programming as well as access to business resources, financing and mentorship.

See more at: <http://futurpreneur.ca/en/microsites/thrivenorth/#sthash.2QU8PxJC.dpuf>

## What you will do:

Futurpreneur Canada is currently looking for an entrepreneurial and highly motivated person based in the Prince Rupert region of British Columbia. Reporting to the Regional Director, B.C. and Yukon, the Community Coordinator, will work closely with the team dedicated to this project and work with young entrepreneurs, mentors and community partners to develop and implement local initiatives and programs to inspire and support youth entrepreneurship in Northern B.C.

## Key areas of accountability and duties:

### ***Business Development- Entrepreneurs***

- Act as the main point person for the ThriveNorth project based in Northern BC and first responder to all general inquiries.
- Act as the local guide for young people who are interested in entrepreneurship and want to understand the resources available and the next steps to access them.
- Identify local initiatives and opportunities to promote and support youth entrepreneurship, including supporting activities related to youth, starting and/or growing a business, succession planning, skills development, self-employment and small business education
- Help identify, build relationships with and support potential First Nations and other local partners for Futurpreneur Canada

### ***Business Development – Mentors***

- Attend and coordinate events that provide the opportunity to engage prospective mentors
- Recruit mentors and encourage them to register with Futurpreneur Canada to support our entrepreneurs
- Manage prospective mentor inquiries regarding mentoring program and application process
- Communicate with assigned client relationship manager regarding fulfilling mentor gaps
- Promote Futurpreneur mentor care resources and other regional resources available to support mentoring success
- Provide exit interviews to receive valuable feedback and retain mentors

### **Community Engagement**

- Identify potential partners through research, events, networking and referrals
- Attend and coordinate events that provide the opportunity to engage formal community partners
- Manage inquiries from potential new partners & communicate with Project Manager to create agreements
- Connect with community partners on a regular basis to keep top of mind, and maintain relationships
- Be a resource and support community partner activities to bring files to a loan approval stage
- Loan document and compliance support for loan disbursement activity
- Manage relationships with Community, referral and accelerator partners as well as grow the number of community partners where appropriate

### **Marketing & Administration**

- Plan and coordinate logistics (including venue bookings, registration tracking & event promotion) for events such as:
  - business idea competitions
  - peer mentoring sessions
  - workshops on starting and managing a business; and
  - community gatherings
- Manage client relationship database (track all activities and contacts)
- Prepare reports as needed to support the Project Manager
- Marketing coordination and execution:
  - Event Promotion - including crafting and sending follow-up emails to promote events and programs and sending to media partners and community boards
  - Social Media
- Project Management skills

### **Why will you succeed? You bring with you:**

- 3 year college diploma in business administration or related discipline
- 2-4 years of experience in a sales, business development or economic development position
- Excellent interpersonal and communications skills with the ability to influence
- Strong leadership skills to retain entrepreneurs, community partners, volunteers, and mentors
- Confident, proactive and self-motivated, able to work with minimal supervision
- Team Oriented
- Excellent organizational skills
- Strong customer focus with the ability to work with volunteers
- Ability to develop and facilitate program presentations and workshops
- Knowledge of trends surrounding like-minded organizations, communities and schools
- General administration experience including budget management, report writing, etc.
- Approximately 40% of this role includes local and provincial travel
- \*\*\*Must have a valid driver's license and access to a vehicle
- Event planning and execution experience is considered an asset
- Management and volunteer management is considered an asset
- Experience working with entrepreneurs or business start-ups an asset
- Experience with social media (LinkedIn, Twitter) considered an asset
- Knowledge of Futurpreneur programs is considered an asset
- Proficient with computer skills; experience with a Customer Relationship Management system is an asset

### **How you can apply:**

If you think this position was meant for you and you have the experience and skills to get the job done please submit your cover letter, outlining salary expectations, and resume with "Community Coordinator" in the subject line by 11:59 EST May 13, 2015, in confidence by email to [careers@futurpreneur.ca](mailto:careers@futurpreneur.ca), or by mail to Human Resources, 133 Richmond Street West, Suite 700, Toronto ON M5H 2L3.

**We thank all applicants for their interest. We will send you an email to let you know that your application has been received but only candidates receiving serious consideration will be contacted. No phone calls or agencies please.**