

Program & Events Coordinator

JOB DESCRIPTION – Program & Events Coordinator

investStratford & The Stratford-Perth Centre for Business require a qualified, energetic, and organized person to fill an exciting position in a fast paced and dynamic entrepreneurial workspace. The ideal candidate must be entrepreneurial, with a passion for small business, have excellent organization and communication skills, be a master of multi-tasking and take on projects and initiatives with limited guidance.

Reporting to the CEO, the **Program & Events Coordinator** is responsible for the overall organization and support of the Summer Company (annual young entrepreneurship program) & Starter Company (Cohort Based, Startup Grant) Program; the planning of quarterly workshops and 2-3 annual flagship events (Women's Day, Bridges to Better Business, E-Biz); social media marketing; and providing limited one-one & one-many coaching.

This is a part-time (28 hours/week) 7-month contract position, based solely on funding. Compensation will be determined based on experience within a range of \$25-\$27/hour.

KEY RESPONSIBILITIES

- Summer Company – offering programming & grant funding to seven (7) young entrepreneurs annually, the role will perform outreach to local high schools & via social media channels; assess applications and acceptance into the program, work directly with the students through the summer and complete all intake and program end requirements (EFT, tax forms, Ministry set-up, etc.).
- Starter Company – offering programming & grant funding to thirteen (13) start-up/existing entrepreneurs annually, the role will support the Business Specialist with outreach into the communities of Stratford, St. Marys & Perth County & via social media channels; process applications, intake and program end requirements and provide program materials, schedule speakers, etc. for the one-many learning sessions.
- Events – hosting 2-3 annual flagship events, the role will work with the Business Specialist to set content and theme; create agendas, materials, coordinate guest speakers and invitations; provide outreach and advertising and work with the Marketing & Communications Lead to promote.
- Workshop Planning – hosting 4-6 workshops per year, the role will support the Business Specialist to develop workshops (one-many, online or in person), organize, plan, and promote the workshops to businesses in the catchment area.
- Limited Coaching & Mentorship – where appropriate this role will support the Business Specialist meeting with and coaching entrepreneurs in Stratford, St. Marys, and Perth County.
- Be the Chief Everything Officer! (CEO), find opportunity in every task and support the company and team

DESIRED SKILLS & EXPERIENCE

- Post-secondary education, or related experience in project management, entrepreneurship, marketing, or related discipline
- Excellent organizational, trouble-shooting, and interpersonal skills
- Conducts business in a professional, detail-oriented manner at all times, leading by example with a positive team attitude in all aspects
- Strong commitment to providing exceptional customer experiences for clients, visitors, and industry partners
- Clear verbal and written communication skills with experience on social media platforms, event booking & management and data management software
- A self-starter that can work under minimal supervision, who is assertive, confident and thrives under pressure

TO APPLY FOR THIS POSITION

- Submit a resume, clearly outlining your qualifications and experience, quoting the job title to info@investstratford.com. Please submit in PDF format. Applications will be received until Friday, July 30, 2021, at 4:30pm.
- Accommodations are available for people with disabilities for all aspects of the recruitment process. Applicants should make their needs known in advance.
- While we appreciate all applications received, only those selected for an interview will be contacted.