

Business Supports & Program Coordinator

North Bay, ON

The Business Centre Nipissing Parry Sound (TBC) is looking for a strategic, resourceful, service driven individual to fulfill our Business Supports & Program Coordinator, focusing on the facilitation of our Newcomer Entrepreneurship Program, as well as supporting entrepreneurs and our team at TBC. **This is an excellent opportunity for someone who is passionate about helping others succeed, while supporting and inspiring our regions newcomer entrepreneurs.**

The Business Supports & Program Coordinator will facilitate the Newcomer Entrepreneurship Program; a pilot initiative in partnership with TBC and the City of North Bay, that supports newcomers to our region in their pursuit of entrepreneurship through a small business start up or purchase. The program will provide training, expert leadership and advice, mentorship opportunities, peer support and connections to other supports. The coordinator will oversee all aspects of the program including program development, scheduling, marketing, outreach, client onboarding, workshop facilitation, engaging professionals and experts, reporting, and the management of clients through their participation in the program.

The Position also supports the team at TBC by assisting with general inquiries from the public, providing resources, connection and referrals. The coordinator will be involved with general outreach and networking, and provide assistance with other programs, events and initiatives where needed.

Skills relating to program facilitation, networking, team support, communication, and time management are essential to this position.

The Business Centre Nipissing Parry Sound is a Not for Profit organization, located at City Hall, North Bay, covering both the Nipissing and Parry Sound regions. The candidate will be required to work from our North Bay office, Monday to Friday, 8:30am to 4:30pm, with occasional obligations after hours which will contribute to lieu time. This is a one year internship that also includes a paid parking pass.

Are You The Right Fit:

- Are newly entering the work force, transitioning to a new career, or are unemployed or underemployed entering a new field
- Have not previously participated in a NOHFC-funded internship
- Are at least 18 years of age
- Reside in, and are legally entitled to work in Canada
- Have access to a reliable vehicle
- Able to prioritize & manage multiple projects and tasks
- Comfortable and confident in connecting with professionals and organizations
- Able to recognize when team support is needed
- Comfortable & confident speaking to large or small groups, virtually or in person
- Able to make decisions and work independently
- Have solid written skills
- **Have a strong desire to support newcomers and their entrepreneurial journey**

Application Deadline: August 22, 2024

Please email resume and cover letter to Jennifer Nickerson at jnickerson@tbcnps.ca

**THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:**



*Our not-for-profit Small Business Centre is dedicated to empowering entrepreneurs, start-ups, and expanding businesses in the districts of Nipissing and Parry Sound. We provide valuable information, programs, training, and resources to support your business journey. Whether you're just starting out or looking to grow, our business programs and services are tailored to help you **PLAN, GROW and PROSPER**. Benefit from our collaborative community and supportive staff, all provided with your success in mind.*