

Youth Entrepreneurship Coordinator - Internship

North Bay, ON

The Business Centre Nipissing Parry Sound is looking for a dynamic, independent, versatile individual to fulfill a one year internship position focused on supporting our regions young entrepreneurs as well as your local small business entrepreneurship centre. This is an excellent opportunity for someone who is passionate about small business, entrepreneurship, and learning more about the ins and outs of starting and operating a business.

During your internship you will develop new skills relating to program delivery, business planning, client management, and gain valuable experience working with real entrepreneurs, youth, professionals and business support organizations. *The connections you will make during this internship may prove to be invaluable.*

This position is 35 hours per week, Monday to Friday, with occasional obligations after hours. It is open to new entrants into the work force, those who are transitioning to a new career or the unemployed or underemployed who are entering a new field.

The Work And Your Opportunity To Grow:

The key duties of the Youth and Entrepreneurship Coordinator Intern are to administer and deliver youth initiatives including Summer Company. The intern will also coordinate other entrepreneurial youth initiatives and work with related organizations to promote youth and entrepreneurship, as well as manage social media for both The Business Centre and the Summer Company program. In addition, the intern will provide support to The Business Centre staff and clients by assisting with:

- Event planning and implementation.
- Client support, license registration, market research, business plan development and partner referrals.
- Assistance with other program facilitation.

Are You The Right Fit:

- Ability to prioritize and manage multiple tasks and keep updated records.
- Ability to follow timelines and meet deadlines.
- Ability to market, implement and deliver a structured program.

- Comfortable and confident in connecting with professionals, organizations, business owners, and youth.
- Comfortable speaking to groups, both large and small, in person and virtually.
- Familiar with digital communication platforms and capable of hosting virtual sessions and presentations.
- Ability to create and develop social media and marketing campaigns.
- Ability to recognize when team support is needed.
- Legally eligible to work in Canada.
- 18 Years of age or older.
- Have access to a reliable vehicle.
- Have not participated in a NOHFC funded internship in the 2020 mandate.
- Once hired, must reside in the Northern Ontario community in which you are employed.

Application Deadline: November 28, 2021

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

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