



**Project Coordinator, EntrepreNorth**  
**30 -37.5 hours a week; negotiable**  
**Two-year contract with possibility of extension based on funding and performance**  
**Salary base is \$75,000; negotiable based on qualifications and experience**  
**(Benefits package included)**  
**Yellowknife, Northwest Territories with flexible work arrangement**

**Tides Canada is dedicated to a healthy environment, social equity, and economic prosperity for all Canadians. We bring giving, investing and doing under a single roof so that we can accelerate positive change, achieve greater impact and advance solutions across Canada.**

EntrepreNorth is a project on Tides Canada's Shared Platform which aims to empower Indigenous and community-based entrepreneurs to build sustainable businesses and livelihoods across Northern Canada. We deliver applied business programming that helps entrepreneurs take their businesses to the next level and create positive impacts within their own communities. We believe Northern indigenous entrepreneurs can be catalysts of prosperity and drivers of social change within their own communities and that the development of sustainable enterprises can create local economic opportunities to help break through poverty, address social challenges, and strengthen self-determined ways of life.

### **Position Overview**

EntrepreNorth is seeking a self-motivated and dynamic Project Coordinator who is passionate about empowering entrepreneurs to take their businesses and local impact to the next level. This position will take a lead role in coordinating the implementation of EntrepreNorth programming across the North. As a community catalyst, this means coordinating program gatherings and supporting the development of an ecosystem of partnerships with mentors, life coaches, instructors, guest speakers, and other established service providers. The right candidate will possess strong communications, marketing, and interpersonal skills with the ability to build positive relationships across a wide range of stakeholders.

### **Key Responsibilities**

#### Project Coordination

- Co-develop project implementation plans that corresponds with strategic goals and objectives.
- Lead the development of an EntrepreNorth manual that describes the systems and processes to implement programming
- Coordinate the logistics of cohort gatherings, workshops, and networking events based in Nunavut, Northwest Territories and Yukon
- Coordinate program recruitment, screening, and onboarding processes
- Coordinate Alumni network supports and aftercare
- Support development of program curriculum and material development
- Support development of meeting materials for the Steering Committee, Advisory Team, and other program stakeholders
- Administer program monitoring and evaluation surveys

#### Marketing and Communications

- Coordinate development and implementation of marketing and communications plans
- Coordinate development and management of website and social media content

**Uncommon Solutions.**  
**Common Good.**

- Coordinate development of program activity and impact reports for stakeholders
- Coordinate Indigenous translations for required communications and marketing materials
- Coordinate media relations and development of press releases and media kits

#### Partnership Development

- Support the development of an ecosystem of partnerships with business mentors, life coaches, instructors, guest speakers, and other service providers.
- Support the development of an online database of business services and supports for entrepreneurs and small businesses
- Support the development of pro-bono and low-bono partnerships and other program perks

#### Administrative

- Support the development program implementation policies and administrative procedures
- Process travel and expense claims
- Conduct expense reporting
- Setup vendor service contracts and monitor deliverables
- Track and monitor vendor invoices for timely payment
- Administer photo and video release forms

#### Desired Skills & Experience

- University degree or college diploma in business, marketing, communications, public relations, social science or a related field
- Experience in coordinating projects, programs, and events
- Experience working in culturally sensitive environments
- Strong communication and marketing skills
- Strong networking and relationship building abilities
- Ability to take initiative and work both independently and collaboratively
- Ability to maintain confidentiality and handle sensitive information

#### How to Apply

With "Project Coordinator Application - First & Last Name" in the subject line, please email your resume and cover letter to [info@entreprenorth.ca](mailto:info@entreprenorth.ca) by Friday, April 14<sup>th</sup>, 2019. Thank you.

**For more information on EntrepreNorth, please visit <http://www.entreprenorth.ca/>. For more information on Tides Canada, please visit <https://tidescanada.org/>. As EntrepreNorth is a project of Tides Canada, the selected candidate will be an employee of Tides Canada. Tides Canada is strongly committed to creating a diverse workplace environment and we welcome and encourage applications from the communities we serve. We are proud to be an equal opportunity employer. Tides Canada will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation. Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted**