



Project Coordinator
2-year Term with Possibility of Extension
Full Time Hours (37.5 hrs/week)

MakeWay is a national charity and public foundation with a goal to enable nature and communities to thrive together. We do this by building partnerships, providing solutions, grants, and services for the charitable sector across the country.

Position Overview

EntrepreNorth, a project on MakeWay's shared platform, empowers Indigenous and community-based entrepreneurs to build sustainable businesses and livelihoods across Northern Canada.

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 builder, 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 organizational, communications, and interpersonal skills with the ability to build positive relationships across a wide range of stakeholders.

Anticipated Start Date: **January 25, 2020**

Location: Yellowknife, NT

Salary range: Starting at \$75,000. Benefits package included. Salary is negotiable based on qualifications and experience.

Key Responsibility Areas

Project Coordination

- Develop program implementation plans that correspond with EntrepreNorth's strategic goals and objectives
- Coordinate the logistics of cohort gatherings, community workshops, and networking events virtually and locally in Nunavut, Northwest Territories, and Yukon
- Coordinate program participant recruitment, screening, and onboarding processes
- Coordinate Alumni network supports and aftercare
- Coordinate the development of applied learning exercises and activities
- Administer program monitoring and evaluation surveys
- Offer ongoing support to cohort members and workshop participants
- Develop programming reports

Toronto
832 College St.
Toronto, ON M6G 1C8

Vancouver
400-163 West Hastings St.
Vancouver, BC V6B 1H5

Yellowknife
300-4902 49 St.
Yellowknife, NT X1A 2P8

makeway.org
1.866.843.3722

Delivery Partnerships

- Support the development and management of program delivery partnerships (e.g. business mentors, professional coaches, guest instructors, etc.)
- Deepen networking and connections with Northern funding agencies and services
- 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 program perks

Administrative

- Process travel and expense claims
- Process other bursary and program reimbursements
- Conduct expense reporting
- Set up vendor service contracts and monitor deliverables
- Track and monitor vendor invoices for payment

Qualifications Required

Education:

- University degree or college diploma in education, marketing/communications, business administration, project management, or a related field. Work experience equivalencies will also be considered.

General experience and skills:

- Experience in project coordination
- Experience working in Indigenous communities and/or culturally sensitive environments
- Strong organizational skills
- 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

Hardware/Software Experience and Skills:

- Proficiency with Microsoft Word/Excel and Google Docs/Sheets
- Experience using Project Management software such as Asana would be an asset
- Experience with Adobe Indesign would be an asset

How to Apply

With your resume, please forward a cover letter which includes your responses to the following questions:

1. How did you hear about this position?
2. What interests you most about this position?
3. Briefly tell us how your skills and experiences are a good fit for this position.



4. Briefly tell us about your current/most recent job. Why are you looking for a change?
5. Briefly describe what makes you passionate about Northern entrepreneurship?

Please submit your resume and cover letter with your responses to the above questions online at www.entreprenorth.ca/careers via the online form **by January 15, 2020. Thank you.**

For more information about EntrepreNorth and MakeWay, please visit:

www.entreprenorth.ca

www.makeway.org/programs/the-north/

*As **EntrepreNorth** is on MakeWay's Shared Platform, the selected candidate will be an employee of MakeWay.*

MakeWay 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.

MakeWay 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. Thank you for your interest!

We will accept applications until the position is filled. No phone calls or recruiters please

Toronto
832 College St.
Toronto, ON M6G 1C8

Vancouver
400-163 West Hastings St.
Vancouver, BC V6B 1H5

Yellowknife
300-4902 49 St.
Yellowknife, NT X1A 2P8

makeway.org
1.866.843.3722