



UCN- Greenstone Youth Entrepreneurship Project (YEP)

Youth Entrepreneurship Program Coordinator

Community Futures Greenstone values innovation, collaboration and creativity. We like sharing ideas and meeting people. We support entrepreneurs and community groups to make life better in the communities we serve. We help entrepreneurs achieve their dreams, we have fun, and we drink lots of coffee.

YEP is new program partnership between Community Futures Greenstone and University College of the North that will provide youth in Flin Flon, The Pas and surrounding communities with opportunities to explore entrepreneurship through a broad range of programming including; presentations, workshops, mentorship, internships, competitions, and camps.

Reporting to Becky Cianflone, General Manager of Community Futures Greenstone, the Youth Entrepreneurship Coordinator role will be responsible for coordination of programming and events, as well as operational and administrative functions that relate to youth entrepreneurship. (Youth is defined as 15-29 years old)

Scope of Responsibilities

This position includes the following functions and activities:

- Day-to-day operational and administrative coordination and of the youth entrepreneurship program.
- Coordinate program functions to ensure ongoing planning, program development, training, implementation and evaluation.
- Maintain effective external partnerships (e.g. support agencies, community associations, small businesses, mentors).
- Planning and coordination of meetings, events and program activities, promotions and advertising, schedules, guests and speakers.
- Evaluate and recommend appropriate changes to the program when necessary.
- Ensure accurate and timely submission of statistical reports and financial statements.

Skills and Experience

-Customer service, communication or administrative experience

-Evidence of strong organization, interpersonal and communications skills, and professional attitude.

-Able to take a project-based approach; independently plan, organize and prioritize and coordinate tasks to achieve goals in a timely and efficient manner.

-Writing and storytelling skills.

-Passionate about ensuring that youth have the best entrepreneurial resources available to them.

– Excellent collaborator who is creative.

– Relationship building and networking skills.

- Excellent English verbal and writing skills.

- Able to travel and work flexible hours when required.

-Able to learn and adapt to change and demonstrate effective problem solving.

– Proficient in General Office software: MS Office (Word, Excel, PowerPoint, etc.)

- Proficiency interacting with and using digital technologies. Internet, technology and social media savvy.

-Valid Manitoba Class 5 Driver's license and personal vehicle.

-Post secondary education in related field (Business Administration, Management, Commerce, Marketing)

This is a full-time, 2 year term position with possibility for extension based on funding and performance. The successful candidate may be based in either Flin Flon or The Pas.

Indigenous candidates are encouraged to apply and self-identify in their cover letter.

Salary scale: \$52,000-\$59,000 dependent on experience and qualifications.

Please submit your cover letter and resume by no later than Friday, May 31st, 2019 to:

Becky Cianflone

General Manager, Community Futures Greenstone

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