



Internal/External Posting

Coordinator, Entrepreneurship Connections Program - Toronto

ACCES Employment is a leader in connecting employers with qualified employees from diverse backgrounds. More than 15,000 job seekers are served annually at five locations across the Greater Toronto Area. As a not-for-profit corporation, ACCES receives funding from all levels of government, corporate sponsors, various supporters and the United Way Toronto.

We are looking for a skilled and career-oriented individual who thrives in a flexible and innovative environment. ACCES offers an excellent benefits package, a RRSP matching program, and an Employee & Family Assistance Program.

This position is an exceptional career opportunity for someone with program management, business development, and marketing skills in a very dynamic, not-for-profit organization. Reporting to the Manager, Entrepreneurship Connections at ACCES Toronto, this position provides an important support role to the team working with the Entrepreneurship Connections program to achieve and exceed targets and outcomes in the program. This is a non-unionized position.

Duties and Responsibilities:

- Develop processes and practices to ensure successful delivery and completion of program components, including:
 - Recruiting participants through a range of outreach activities;
 - Providing Business Advisory/Coaching Services to Clients;
 - Scheduling cohorts and content, in collaboration with program staff;
 - Enhancing the curriculum and workshops as per client and staff feedback; and
 - Coordinating the work of sub-contractors (i.e., scheduling, payment, providing feedback).
- In cooperation with the Manager, Entrepreneurship Connections, helping to supervise program staff.
- Develop relationships with external organizations to enhance the program, meet client needs and expand referral networks.
- Make recommendations regarding strategies and activities that improve program administration efficiency and effectiveness; support implementation of recommended strategies to help ensure program targets are met and/or exceeded.
- Collect, prepare and maintain all reports & statistics.
- Coordinate and support all regularly scheduled, and ad hoc, file and program audits.
- Other duties as assigned.

Qualifications:

An organized self-starter with experience and/or education in the following areas:

- Relevant post-secondary education.
- Over 3 years' related work experience.
- Strong knowledge of small business development and entrepreneurship, including an understanding of market trends and resources for small business, particularly as they relates to newcomers.
- Excellent English verbal and written communication skills.



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- Excellent interpersonal skills to maintain good working relationships necessary to work effectively with all levels in the organization and with clients, employers, community partners and service providers.
- Ability to prioritize, strong time management skills and flexible to respond to time sensitive issues and frequently changing priorities while meeting competing deadlines.
- Strong attention to detail and accuracy.
- Ability to handle the privacy of personal information and use sound judgment in protecting its confidential and sensitive nature.
- Experience and highly proficient working in an MS Office environment; experience with client information databases; and proficient in computer applications to manage schedules, statistics, and client tracking etc.
- Previous experience working in the not for profit sector and working with a diverse community is an asset.
- Ability to travel between ACCES and stakeholders' locations as needed.
- **Fluency in Arabic will be considered an asset**

Interested persons should send their resume with a covering letter to:

ACCES Employment Hiring Committee

By Email: hr@acesemployment.ca

Please Note: These positions will be posted until they are filled. We will be reviewing resumes as they are submitted.

ACCES Employment is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Candidates may be requested to complete a screening video interview using Spark Hire.

ACCES is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff including, but not limited to, women, visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation or gender identity.

ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.