

Director, Entrepreneurship Connections Program

ACCES Employment is a leader in connecting employers with qualified employees from diverse backgrounds. More than 20,000 job seekers are served annually at five locations across the Greater Toronto Area and through our online services. As a not-for-profit corporation, ACCES Employment receives funding from all levels of government, corporate sponsors, various supporters and the United Way of Toronto and York Region.

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

Reporting to the Vice President, Services and Organizational Development, the position of Director, Entrepreneurship Connections provides an important strategic oversight and leadership to the Entrepreneurship Connections, including the development and rollout of this exciting project nationally.

The project offers newcomer entrepreneurs with the opportunity to learn about entrepreneurship in the Canadian context, including training and resources that support them to successfully launch their businesses in Canada.

Duties and Responsibilities:

- Oversee the development, delivery and evaluation of all project components, including participant recruitment, contracts and communications with project partners, outreach and client management.
- Facilitate the growth of the project to the national level, including working effectively with local delivery partner organizations in select cities as well as engaging additional national partners.
- Lead and participate in proposal writing and seeking additional funding and resources.
- Overall consolidation, development and evaluation of the program and ensuring the program complies with funders' contracts, guidelines and targets. (e.g. assessment, curriculum development, course delivery, etc.)
- Create and coordinate activities of the National Program Advisory Committee.
- Oversee the collection, preparation and maintenance of all reports & statistics.
- Oversee file audits to ensure proper documentation and service excellence.
- Provide leadership to staff and contractors working with the project both at the local and national levels.
- Work closely with internal stakeholders and partner organizations to ensure appropriate coordination of program components.
- Oversee the development and launch of digital content and delivery of program components through the ACCES online platform.
- Continue to collaborate and grow the existing relationship with BDC.
- Supporting the evolution of the existing mentorship program to an online format.
- Responsible for carrying out the above responsibilities and all other duties as required by Management.

Experience & Qualifications:

- A university degree and 5 years of experience in Human Services, including leadership of programs and teams.
- Demonstrated knowledge of small business development and entrepreneurship, including an understanding of market trends and resources for small business, particularly as they relates to newcomers.
- Demonstrated expertise leading multi-stakeholder initiatives and projects, as well as working with a diverse community.
- Excellent problem solving skills, creativity and ability to both lead teams and work as part of a team
- Excellent English verbal and written communication skills and demonstrated ability to deliver presentations.
- Exceptional interpersonal and self-management skills to work effectively with clients, internal and external stakeholders, including community and corporate partners.
- Demonstrated experience in developing and managing budgets, reporting and proposal writing.
- Experience working in an MS Office environment; familiarity with Internet, Excel spreadsheets and databases.
- Flexible to work occasional evenings and weekend hours
- Ability to travel nationally as needed

Skills and Competencies:

- Results orientation
- Customer focus
- Team player
- Adaptability and flexibility
- Creativity and Innovation
- Ability to take initiative
- Strong communication skills
- Collaborative decision making
- Ability to navigate and manage change
- Ability to prioritize, strong time management skills and flexibility to respond to time sensitive issues and frequently changing priorities while meeting competing deadlines

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

ACCES Employment Hiring Committee

By email: hr@acesemployment.ca

Please note, this position will be posted until it is filled. We will be reviewing resumes as they are submitted.

Candidates may be requested to complete a screening video interview using Spark Hire.

ACCES Employment is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted.

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.