



Deadline- April 26th

Youth and Business Services Assistant

Beginning of May – end of August 2021

4 month contract

35 HOURS BI-WEEKLY

\$22 hour

Reporting to the Manager of the Small Business Advisory Centre, the Youth and Business Services Assistant will provide administrative and operational support for all programs and projects delivered by the SBAC.

Responsibilities

- Help manager with Summer Company and Starter Company Plus Programs including financials for grant according to the guidelines in the contract with the Province of Ontario
- Schedule and conduct basic business consults, answer inquiries and provide referrals using SBAC guidelines
- Maintain CRM for data collection
- Help with SBAC social media presence on relevant platforms, producing newsletters; maintaining a successful website presence

Required Competencies

- Strong administrative and organizational skills, including juggling multiple responsibilities etc.
- Excellent analytical and judgment skills
- Demonstrate excellent interpersonal skills, including written and verbal communication skills with the ability to quickly build and maintain effective working relationships.
- Self-motivating, requires minimal supervision, takes appropriate initiative, drive for results
- Demonstrate a passion & temperament for working with entrepreneurs in professional, manner
- Exhibit an ability to resolve complex issues quickly and successfully
- Adaptable, embraces change while focusing on continuous improvements

Qualifications

- Experience with self-employment, entrepreneurship of 2+ years is critical for success in this role
- Post secondary education in a relevant discipline and/or equivalent relevant experience
- Experience with Microsoft Outlook, Word, Excel, PowerPoint, database management
- Demonstrated experience in successful use of social media platforms- Instagram, Facebook,
- Wordpress website experience (editing and maintaining)
- Knowledge of business related federal and provincial legislation and regulations

- General accounting experience, with ability to complete bookkeeping tasks
- Valid driver's license and access to vehicle