



**Youth and Business Services Assistant**  
**Beginning of May – end of August 2021**  
**4-month contract- 35 HOURS BI-WEEKLY**

**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 grants according to the guidelines in the contract with the Province of Ontario.
- Schedule/conduct basic business consults, answer inquiries/provide referrals.
- Maintain CRM for data collection.
- Help with social media presence on relevant platforms, produce newsletters; and maintain a website presence.

**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

If you are interested in this position and possess the above qualifications, we want to hear from you. Send us a confidential cover letter and resume (applications only accepted via email-not hardcopy) by **April 28, 2021, at 12:00 p.m.** to:

Cindy James  
Manager  
by email to: [cjames@smallbizcentre.ca](mailto:cjames@smallbizcentre.ca)

The Small Business Advisory Centre is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Only those under consideration will be contacted. Information is collected for the purpose of job selection under the authority of the Municipal Freedom of Information and Protection of Privacy Act.

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*