

## 1. JOB DESCRIPTION

Working Title: Women and Youth's Business Development Officer

Effective date: September 4, 2018

Reports to: Chief Strategy Officer

## 2. PURPOSE

Reporting to the Chief Strategy Officer, the Women and Youth's Business Development Officer develops programs to help prepare women and youth for entrepreneurship activities. To develop and deliver training programs, workshops and information sessions related to women and youth in business. Coaches, mentors and provides leadership to women and youth with business aspirations.

## 3. RESPONSIBILITIES AND ACTIVITIES

The Women and Youth's Business Development Officer works with the Chief Strategy Officer to effectively develop relationships with different stakeholders in order to establish training tools for Women and Youth in business.

### 3.1 PROMOTES AND ESTABLISHES RELATIONSHIPS BETWEEN THE PRIVATE SECTOR, PROVINCIAL, FEDERAL GOVERNMENTS AND/OR OTHER STAKEHOLDERS TO AID IN THE DEVELOPMENT OF WOMEN AND YOUTH IN BUSINESS TO BUILD POSITIVE WOMEN AND YOUTH FINANCIAL LITERACY PROGRAMS

- Schedules meetings with various stakeholders to determine their commitment in the development of women and youth in business.
- Researches other organization's programs and policies with respect to the promotion of youth and women in business to determine the availability of financial literacy programs, if any.

### 3.2 DEVELOPS AND DELIVERS TRAINING TOOLS TO AID IN THE DEVELOPMENT OF WOMEN AND YOUTH IN BUSINESS IN ADDITION TO THE DEVELOPMENT AND CONSOLIDATION OF TOOL, INFORMATION AND BEST PRACTICES

- Based activities performed by different stakeholders concerning financial literacy programs available for women and youth in business, develops training tools, brochures, media packages and best practices for NACCA and stakeholders.

### 3.3 SUPPORTS AND/OR MENTORS ORGANIZATIONS IN THE PREPARATION OF PROJECTS OR INITIATIVES RELATED TO THE DEVELOPMENT OF WOMEN AND YOUTH IN BUSINESS

- Maintains a comprehensive network of organizations committed to the program and mentors and advocates projects or initiatives to promote youth and women in business.

### **3.4 PROMOTES NACCA'S WOMEN AND YOUTH IN BUSINESS PROGRAMS AND SERVICES TO THE PUBLIC AND BUSINESS COMMUNITY**

- Schedules meetings/information sessions with interested organizations to promote NACCA's women and youth in business programs.
- Identifies other organizations needs with respect to the program and adapts accordingly

### **3.5 PROVIDES FEEDBACK, ADVICE AND RECOMMENDATIONS OF WOMEN AND YOUTH IN BUSINESS DEVELOPMENT OPPORTUNITIES**

- Follows up with NACCA management on feedback received with respect to the program.
- Adjusts training tools, brochures, media packages and best practices if necessary.

## **4. KNOWLEDGE, SKILLS & ABILITIES QUALIFICATIONS:**

### **4.1 KNOWLEDGE**

- Experience using current project management practices and trends,
- Experience in conducting business research and analysis
- Experience in establishing and maintaining relationships with organizations seeking access to NACCA business development services.
- Experience in consulting and/or partnering with associations and/or companies and/or government officials to secure advice, information or support on matters related to the development of women and youth in business.
- Experience in identifying, developing and delivering training tools for the development of women and youth in business.
- Experience in managing a budget and negotiating for additional funds is an asset.

### **4.2 SKILLS**

- Ability to analyze and evaluate complex information and to formulate recommendations;
- Ability to form partnerships, prepare and submit proposals;
- Ability to negotiate and persuade;
- Ability to provide leadership and direction;
- Strong Leadership skills to coach and mentor individuals;
- Ability to communicate effectively both orally and in writing;
- Personal Suitability:
  - PS1. Initiative
  - PS2. Persuasiveness
  - PS3. Adaptability
  - PS4. Effective Interpersonal Relationships
  - PS5. Reliability
  - PS6. Leadership

### **4.3 COMPUTER PROFICIENCIES:**

- Advanced knowledge of MSOffice applications such as Word, Excel, Powerpoint and Outlook

- Advanced knowledge of electronic media such as internet and social media

#### **4.4 ABILITIES**

- Ability to Work independently
- Ability to proactively solve problems with little supervision
- Ability to meet time sensitive deadlines
- Ability to prepare and deliver presentations
- Ability to analyze and evaluate complex information and formulate recommendations
- Ability to negotiate and persuade
- Ability to provide leadership and direction
- Ability to establish and maintain partnerships with NACCA's lending institutions.
- Ability to identify and establish a collaborative network of contacts.
- Ability to empower women and youth.
- Ability to be current on emerging trends on social events.

#### **5. QUALIFICATIONS:**

- Graduation with an undergraduate degree.
- Master's Degree or equivalent is an asset.
- Coaching, leadership or mentoring certificate is an asset.
- 5-7 years of experience in establishing and maintaining partnerships with organizations.
- 3-5 years direct experience with respect to the development of women and youth in business.
- 5-7 years of experience in developing and delivering training, workshops, information sessions and presentations to a variety of audiences.

#### **6. INDEPENDENCE OF ACTION/AUTHORITIES:**

- The majority of the work for this position is directed by general instructions from Chief Strategy Officer.
- Position works independently in completion of duties
- Proven ability to demonstrate tact and discretion in preparing, disclosing and handling information of a confidential, controversial and sensitive nature
- Critical Thinker
- Curiosity
- Ability to work with different team members at various organizational levels
- Initiative

#### **7. UNION/MANAGEMENT**

- Permanent, full-time unionized position
- 37.50 Hrs per week, Monday to Friday

#### **8. SALARY**

- \$67,241 - \$77,951 per year

**9. AVAILABLE FROM**

- September 4, 2018

**10. APPLY**

- E-mail: [hr@nacca.ca](mailto:hr@nacca.ca)
- Fax: 613-688-0895

**11. CLOSING DATE**

- July 20, 2018

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone inquiries please.

This position is open to both male and female, preference will be given to indigenous applicants.