



Founded in 1995, YES (Youth Employment Services Foundation), a **non-profit community-based organization** dedicated to enriching the community by providing English-language support services to help Quebecers find employment and start and grow businesses, is growing and looking to hire an

Entrepreneurship Services Coordinator

YES is looking for a committed candidate to fill a position providing support and coordination to the entrepreneurship department. The ideal candidate will have knowledge of government and community-based entrepreneurship services, they will be a self-starter who exhibits exceptional attention to detail, is a creative thinker, and is able to adapt quickly to respond to various stakeholder demands and has an affinity for the non-profit sector.

POSITION SUMMARY

The candidate will assist the Director of Entrepreneurship and Program Development with client services, workshops, events, conferences, volunteer management and reports. They will also coordinate and schedule coaching and other appointments; maintain a follow-up system for clients and help the director with the management of reports and assist in the coordination of special projects. Other responsibilities will include:

- Research/compile/update entrepreneurship resources;
- Catalogue and display documentation and resources
- Follow-up with clients and speakers for workshops;
- Prepare workshop materials;
- Assist in the planning and administration of the annual conferences and other events;
- Enter client information in CRM in relation to coaching visits and workshop attendance;
- Deliver and/or moderate information sessions and workshops as needed;
- Coordinate monthly agendas for Coaching, Legal and Accounting Services;
- Maintain and update all departmental forms;
- Gather information and surveys from all workshops, conferences, etc;
- Maintain and update Library, research on reports on business, keep track of magazines subscriptions. Take book inventories periodically;
- Help expand the entrepreneurship program of the organization;
- Replace the receptionist when necessary

Knowledge, Skills and Qualifications

- A bachelor's degree in program management or related field
- 2-3 years' experience in a similar coordinating position
- Strong English writing and communication skills
- Organized with good administrative skills
- Volunteer recruitment and management skills
- Interest and desire to work in the non-profit sector
- Strong interpersonal skills
- Available to work evenings when necessary
- Organized, detail-oriented
- Must enjoy working with people, with a positive, supportive approach
- Strong Networking Skills
- Excellent Computer skills (Microsoft office)
- Bilingual (French and English)

HOW TO APPLY:

Send your cover letter* and résumé to fa@yesmontreal.ca
(*résumé **must** be accompanied by a cover letter)

Only those candidates chosen for an interview will be contacted. YES is committed to equal opportunity employment and encourages applications of all backgrounds to apply.

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