



CBDC HUMBER
EMPLOYMENT
OPPORTUNITY

YOUTH VENTURES PROGRAM COORDINATOR



CBDC HUMBER is seeking a dynamic person to deliver the Youth Ventures Program. The program involves promoting and fostering entrepreneurship among students from the Corner Brook and surrounding Bay of Islands Region. The position will be based in Corner Brook and may require travel throughout the region.

The responsibilities of this position are to:

- Promote entrepreneurial awareness in the region.
- Drive positive dialogue on the importance of supporting local business.
- Develop and present virtual workshops, webinars and activities.
- Provide virtual entrepreneurial counseling sessions.
- Monitor the progress of youth activity, engagement and businesses.
- Provide virtual coaching, encouragement and guidance to program participants.
- Engage with local community groups, youth-serving organizations, business mentors and various stakeholders.
- Assist with lending applications where needed.
- Prepare reports as required.

Skills and Qualifications:

- Knowledge of small business and business plan development
- Exceptional leadership skills and experience working and/or volunteering with youth
- Superior verbal, listening and written communication skills
- Outstanding documentation and record keeping
- Proficiency in using Microsoft Office applications, Video conferencing software, Google applications and Social Media
- Proven ability to work well independently with minimal supervision in a virtual or office setting

This is a sixteen (16) week placement **pending funding approval with an anticipated start date of May 3.**

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

Résumés will be accepted until Sunday, April 18, 2021.

Please email a copy of your résumé to:
phyllis.keats@cbdc.ca

Subject line: Youth Ventures Coordinator