



## Job Description

<b>Job Title:</b>	<b>Emerging Entrepreneurs Project Coordinator</b>
<b>Reports to:</b>	<b>Director, Entrepreneurship Services</b>
<b>Date created:</b>	<b>April 8, 2020</b>

### About 3+ Corporation

3+ Economic Development Corporation is the regional economic development organization for the municipalities of Dieppe, Moncton, and Riverview, New Brunswick. 3+ is funded by the three municipalities, provincial/federal government, and businesses in the private sector as members of our Driving Force. Working in close collaboration with its partners (public, private and not-for-profit sectors), 3+ Corporation leads the region’s delivery of future-focused programs which energetically advance sustainable economic growth for the tri-communities.

3+ Corporation help to grow the region’s economy through the following services:

- Entrepreneurship and Business start-up
- Workforce Development
- Business expansion
- Investment attraction
- Promotion of Greater Moncton

While acting as a facilitator between other regional, provincial, and federal agencies, this helps maintain the growth of the region’s economy, increase the number and success rate of the region’s start-ups, provide a streamlined point of contact for business services and ensure greater partnership from government and the private sector.

### Job Overview

The ***Project Coordinator, Emerging Entrepreneurs***, position facilitates the BIMP program (The Hive / La Ruche), which supports immigrant entrepreneurs by offering support in developing their business plans from infancy to a successful and productive business, while providing various networking and educational opportunities. This role works collaboratively with the Greater Moncton Economic Development Team and other Immigrant focused organizations in the region.

This position will also coordinate Greater Moncton’s exploratory visits. Exploratory visits are pre-arranged trips that immigrant entrepreneurs make to Greater Moncton to make an informed decision on whether to move to our region and establish a business.

## Essential Responsibilities

- Attract and support immigrant / newcomer potential entrepreneurs.
- Conduct one-on-one business counseling sessions.
- Facilitate workshops in-person or online in either group or individual settings tailored to the client(s) unique needs.
- Review, evaluate and improve workshops to ensure effectiveness, relevance and quality to support client in developing their business.
- Monitor and update client attendance and progress in workshops. Document client follow-up progress notes.
- Coordinate networking activities for the immigrant / newcomer entrepreneurial community.
- Establish and manage relationships with the immigrant / newcomer entrepreneurs, business owners, stakeholders, and community partners.
- Make use of various social media and communication platforms to encourage collaboration for the immigrant / newcomer entrepreneurial community.
- Performs other related duties as assigned.

## Qualifications and Experience

- More than five (5) years progressive / professional business experience.
- Post-Secondary education in Business Administration, Commerce, or a related field (or additional experience as a supplement).
- Demonstrate understanding of business planning.
- Must be comfortable speaking in public, presenting information in front of various audiences.
- Superior oral and written communication in both English and French.
- A third language skillset would be considered an asset.
- Demonstrated ability to deal effectively and courteously with clients, staff, and the public who may come from different cultural, linguistic and/or socio-economic backgrounds.
- Demonstrated facilitation experience, specifically delivering workshops.
- In-depth understanding of entrepreneurship business development.
- Basic understanding of the New Brunswick economic climate.

### Application procedure

Please send your resume and cover letter by email in PDF format to francesco@3plus.ca, including “**Project Coordinator, Emerging Entrepreneurs**” in the subject line. Please submit your resume by May 7<sup>th</sup>. Please note that only candidates selected for further consideration will be contacted.