



# Job Description

<b>Job Title:</b>	<b>Entrepreneurship Services Assistant</b>
<b>Reports to:</b>	<b>Director, Entrepreneurship Services</b>
<b>Date created:</b>	<b>May 12, 2022</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
- 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 ***Entrepreneurship Services Assistant***, position works closely with the Director of Entrepreneurship Services to assist with the delivery of the department’s programs (BIMP, IMPACT) and overall activities. The role assists and supports entrepreneurs, Canadians and newcomers alike, 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 organizations in the region focused on business, education, and growth (both demographic and economic).

## Essential Responsibilities

- 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.
- Data collection.
- 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

- 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.
- 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.
- Ease with qualitative and quantitative data collection.
- Basic French conversational skills desired.
- Basic understanding of the New Brunswick economic climate.

### Application procedure

Please send your resume and cover letter by email in PDF format to [info@3plus.ca](mailto:info@3plus.ca), including **“Entrepreneurship Services Assistant”** in the subject line. Please note that only candidates selected for further consideration will be contacted.