

# Job Description

**Position Title:** Business Enterprise Coordinator (Temporary Contract)

**Department:** Economic Development, Tourism & Culture

**Reports To:** Business Enterprise Manager

## Purpose

Reporting to the Business Enterprise Manager, the primary role of the Coordinator is to provide assistance to individuals starting, expanding, or running a business. The Business Enterprise Coordinator is also responsible for administrative support for the Innovation Centre.

## Responsibilities

Under the guidance of the Business Enterprise Manager, the Business Enterprise Coordinator has the following duties and responsibilities:

### **Enterprise Centre Programming (75%)**

- Handle all Centre inquiries and scheduling
- Assist with planning and administration of programs and workshops;
- Coordinates marketing for seminars, workshops, and events;
- Provide programming support to the Business Enterprise Manager;
- Maintain client and contact database, collect business and program statistics
- Operation of the office and programs in the absence of the Manager.

### **Innovation Centre Coordination (25%)**

- Maintain Innovation Centre social media platforms and assist with marketing of events.
- Provide administrative support for invoicing and payments.
- Assist with projects and duties as assigned.

## Working Conditions

Usual hours of work are 28 hours per week. Flexibility is critical as work is often performed outside of regular working hours (ie. programs, special events, conferences, etc.).

A vehicle is required for travel throughout the County, region, and southwestern Ontario.

## Contacts

### *Internal Working Relationships*

Regular contact with departmental staff. Involves some contact with County Councillors and Committees, the Chief Administrative Officer and other County staff.

### *External Working Relationships*

Involves a high degree of interaction with the public, businesses, regional and provincial partners. Involves some interaction municipalities and their economic development officers, economic development organizations and government agencies and other external contacts with whom the County does its business.

## Knowledge and Skill

- College graduation or equivalent diploma in Business Administration, Entrepreneurship, Marketing, or related field. Minimum two years relevant experience required. Strong oral and written communication skills and the demonstrated ability to prioritize tasks. Excellent Microsoft Office skills, statistics software beneficial.
- Strong interpersonal skills combined with demonstrated project/time management, organizational, analytical, research, communication (written, oral), report writing, administrative, problem solving, and public speaking.
- Ability to facilitate partnerships and to foster and contribute to a positive, productive work environment.
- Strong attention to detail, research and reporting skills are necessary along with the ability to maintain confidentiality.

## Impact of Error

Failure to choose the appropriate marketing and advertising vehicles may result in the message about Grey County not reaching the target audience and reducing economic benefits.

Incorrect data obtained from market research may result in missed promotional opportunities, hence loss of revenue and goodwill.

Failure to communicate effectively with economic development partners may result in a less cohesive and effective approach to marketing promotion and strategy.

The performance of staff is key to ensuring support of the economic development process and maximizing benefits. Failure to engage municipal and key stakeholders in project definition and delivery and in obtaining deliverables to support economic activity across the two counties, will waste resources and result in negative economic impacts.