



## Job Description – Business Coach/Programs Coordinator

### MAIN DUTIES

Assists the Projects Director and Executive Director with program development, reporting and participant recruitment. Organizes and attends workshops and events. Meets with clients regarding business ideas and assists with business planning package. Provide business and financial counseling services to small business clients. Aids with the preparation of business and marketing plans, applications for funding, and provides aftercare and mentoring to clients. Perform duties that require confidentiality, tact and judgment. Strong interpersonal and communication skills are necessary. The ability to network with community agencies and industry to promote the services of NEABC.

### SUPERVISION

Receives general direction from the Executive Director and/or Projects Director.

### JOB RELATED QUALIFICATIONS

Knowledge and experience in operating and managing a business. The ability to identify and analyze potential business opportunities. Excellent writing and research skill are required. Must have an understanding of Social Media, be able to manage time, multi-task, and prioritize workload. Proficiency in computer software applications including: MS Word, Excel, Outlook, Adobe, Power Point, and Publisher are necessary. Experience in planning events and/or workshops an asset. Must have valid driver's license and be willing to travel.

### EDUCATION AND TRAINING

Completion of secondary school required.

Experience in managing a business.

A post-secondary diploma or degree in business, finance, marketing, or equivalent recent related experience.

### EXPERIENCE

Minimum two (2) years recent experience in managing a business as well as one (1) year experience in field related to coaching clients.

### SALARY

\$32,000 to \$45,000 annually

(Monday – Thursday 9am - 4pm)