

Youth & Entrepreneurship Coordinator - Internship

North Bay, ON

Job Description:

The key duties of the Youth and Entrepreneurship Coordinator Intern are to administer and deliver youth initiatives including Summer Company and Lemonade Day. The intern will also coordinate other entrepreneurial youth initiatives and work with related organizations to promote youth and entrepreneurship. In addition, the intern will provide support to The Business Centre staff and clients by assisting with:

- Event planning and implementation.
- Client support, license registration, market research, business plan development, partner referrals.
- Marketing and Outreach.
- Assistance with other program facilitation.

Qualifications:

- Ability to prioritize and manage multiple tasks and keep updated records.
- Ability to follow timelines and meet deadlines.
- Comfortable and confident in connecting with professionals, organizations, business owners, and youth.
- Comfortable speaking to groups, both large and small, in person and virtually.
- Familiar with digital communication platforms and capable of hosting virtual sessions and presentations.
- Ability to create and develop social media and marketing campaigns.
- Ability to recognize when team support is needed.
- Legally entitled to work in Canada.
- Is a University or College graduate who has graduated within the last three years from an accredited college or university. Preferred programs include: Bachelor of Commerce, Bachelor of Business Administration, or certificate in business or related field of study such as marketing or entrepreneurship.
- Has not participated in a NOHFC internship in the past.

Application Deadline: October 31, 2020

Please email resume and cover letter to Jennifer Nickerson at
jnickerson@tbcnps.ca
