



Position: Business Development Department Administrator

Want to do work that makes a difference?

We work to change lives. Check out our mission, vision and values on our website. Don't forget to read about how we work with our participants to make a difference.

Momentum staff are expected to work cooperatively with others; demonstrate flexibility in organizing work; have good communication skills; and demonstrate thoughtfulness in decision making. As a learning organization Momentum staff are also expected to continuously develop professionally and personally.

Staff must be non-judgmental and receptive in approach and reflect genuine concern, respect and commitment towards the individual, family and community.

The Organization:

Momentum is an award winning and nationally recognized community economic development organization utilizing innovative approaches to poverty reduction. We're striving to be an employer of choice and were selected as one of Alberta's Top 70 Employers for 2016. We provide competitive compensation and benefits with an unparalleled work environment. We're professional and diverse so you'll find a range of people and backgrounds working here anywhere from an MBA to Social Work and everything in between. We're serious about our work but we don't take ourselves too seriously and love to celebrate and have fun along the way. We have high standards within a supportive setting that allows us to achieve a lot and have meaningful impact in the community. We're good corporate citizens with sustainability being one of our values and take care to reduce our environmental footprint.

If this sounds like a place where you would want to work, please review the position below to see if there's a fit with your skills and experience.

What you'll be doing:

The Business Development Department Administrator reports to the Business Development Manager. This position will play a lead role in supporting the department's goals of providing greater access to participants and increased efficiency to staff through the use of systems that enable the adoption of technology, online learning, and innovation. The role supports programs and Facilitators, as well as, advances departmental processes and information management systems.

Who we're looking for:

- An administrative professional
- You are a problem solver
- You're a master of technology in the workplace
- You are process oriented
- You are detail oriented
- You are friendly and outgoing
- You can work independently with little supervision
- You also work well in a collaborative team environment
- You like to help others
- You are flexible
- You can work some evenings
- You can lead through influence and are comfortable providing peer coaching

What you need to do it well:

- You have post-secondary education in the field of office or business administration
- You have experience designing and implementing processes
- You have experience with data management systems and processes, including comfort with data bases
- You have demonstrated organization and time management skills
- You have exceptional computer and technology skills
- You are a great communicator (both oral and written)
- You have experience creating, reviewing and editing documents
- You are fluent using social media for professional purposes
- You have knowledge of Community Economic Development
- You have experience in the non-profit sector
- You have experience working with vulnerable and diverse populations

Primary Relationships:

- Business Development Manager
- Business Development Coordinator
- Information Systems Manager
- Program Facilitators
- Department Assistants
- Business Development team members
- Contracted Business Coaches
- Volunteers

Key Areas of Responsibility:

This position provides administrative support in the areas of:

- Program administration and participant services
- Lead the departmental adoption of technology, online learning and innovation
- Department administrator for information management systems
- Evaluation, reporting, and proposal development
- Organizational and community involvement

Major Responsibilities**Program Administration and Participant Services**

- Respond to general inquiries (calls and walk-ins)
- Conduct initial screening for program eligibility
- Register candidates for the introductory workshop, called 'Exploring Entrepreneurship'
- Administer program application process
- Support Facilitators with preparation of class materials
- Support Facilitators in the development and dissemination of marketing materials
- Produce the Business Development programs social media content (Twitter, Facebook, blog content)
- Organize special events within the Business Development Department, such as program graduations
- File management, including adherence to PIPA and FOIP
- Conduct network drive clean up
- Ensure program manuals are current

Administrator of Departmental Information Management Systems, technology and innovation

- Provide guidance to the data needs planning and implementation
- Design and implement data collection and entry processes

- Build capacity of team members to adhere to information management protocol through regular check ins and ongoing support
- Perform quarterly audits on departmental data
- Develop and maintain outcome verification strategies
- Support the full time Self Employment Program with Mobius entry (government of AB database)
- Work with Department Manager and Momentum staff to plan and implement new initiatives and technologies
- Continuous quality improvement

Reporting, Evaluation, and Proposal Development

- Prepare statistical reporting for reports
- Review and edit narrative reports
- Review and edit proposals
- Support external evaluation projects

Departmental and Organizational Involvement

- Participate in BD Facilitator meetings
- Participate in the BD Internal Audit Group
- Participate in Assistants' Group
- Participate in Momentum staff meetings
- Participate in one Committee
- Participate in staff events
- Provide support to front desk reception

To apply:

Please forward resume with covering letter:

Via e-mail to: job@momentum.org.

State competition number in subject line of email.

Attention: Hiring Committee

Competition Number: MOM0601

Closing Date: Until suitable candidate is found

Applicants must state salary expectations in their cover letter.

Momentum is an equal opportunity employer. Persons from diverse groups are encouraged to apply. We wish to thank all applicants for their interest, however, only those selected for interviews will be contacted.

To see why Momentum is a great place to work and what we have to offer visit www.momentum.org