



## **Job Description**

### **Position: Business Development Facilitator, Self Employment Program**

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

Staff are 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 use financial literacy, skills training, and small business development as tools to empower people as they exit poverty.

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 are professional and diverse, so you'll find a range of people and backgrounds working here: from MBAs to Social Workers 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.

#### **Who we're looking for:**

- You are well networked in the small business community
- You are patient and supportive
- You are collaborative and like to work in a team
- You have an entrepreneurial spirit and can juggle multiple priorities
- Your values include social and economic inclusion and environmental sustainability

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.

#### **What you'll be doing:**

- Deliver the full time Self Employment training program on behalf of the Government of Alberta:

- Program management (marketing programs, developing course schedules, arranging for guest speakers, progress reports, proposal development, program design, evaluation, data management, and financial management of programs)
- Assessment and selection
- Class facilitation
- Supporting participants through the business development process (providing guidance and feedback on assignments and final deliverables)
- Work collectively with the Business Development Team to support participants through the entire continuum of service delivery (from business idea, to launch, to capitalization, to business sustainability)

**What you need to do it well:**

- You have program management experience, including proposal and report writing
- You know lots about Community Economic Development
- You have small business experience, including business and financial planning
- You have experience working with vulnerable and diverse populations
- You have adult education experience, understand how adults learn, especially those with learning barriers
- You have demonstrated commitment to achieving results

**Key areas of Responsibility:**

- Program promotion
- Business training and participant services
- Reporting and evaluation
- Department, Organization, and Community Involvement

**Major Responsibilities:**

**Program Promotion**

- Assist with the development of program promotional strategies and materials
- Disseminate promotional materials through appropriate channels
- Develop and maintain good working relationships with referring agencies, especially frontline workers in Alberta Works and Service Canada, including giving and/or attending presentations
- Respond to all inquiries via email, telephone, sending promotional material, and/or personal meetings
- Assist participants through the application process by providing orientation to programs, the requirements, and assisting with program application
- Work with the Business Development Assistant to maintain an intake and registration system

**Business Training and Participant Services**

- In collaboration with the Business Development Coordinator design the curriculum that covers the knowledge and skills necessary to first write an acceptable business plan and then to operate a successful small business.
- Facilitate majority of classes
- Arrange for guest facilitators. Performance manage volunteers as required to ensure content is relevant to participants' needs.
- Facilitate the completion of sequential assignments that fold into the business plan including their design, implementation and feedback to the participants
- Function as the key contact to support the participants' needs
- Ensure participants are adhering to the attendance policy and are progressing adequately throughout the program or are exited.
- Support participants' Learner Income Support applications
- Ensure completed business plans are suitable for credit consideration

- Work collaboratively with the Business Development team to provide smooth transition between services, such as loans, and Small Biz Support services.
- Deliver program within stated budget. Strategize with the Business Development Coordinator on how to maximize revenue opportunities and keep tight control of expenses.

### **Evaluation and Reporting**

- Program outcomes, as stated in the program logic models, are closely monitored and achieved
- Work with the Business Development Assistant to enter necessary data for reporting and evaluation
- Work with the Business Development Assistant to ensure data management requirements in Mobius are completed appropriately, as well as reporting milestone information to Malatest occurs on time
- Create and implement program innovation and continuous improvements, based on participant feedback and evaluation information
- Prepare necessary reports with comprehensive statistical and narrative program updates
- Develop strategies to measure various levels of success (for example, participants earning their primary income through their business and jobs created in the community)
- Ensure file management systems (electronic and hard copy) are in accordance of GOA standards
- Work collaboratively with Business Development Coordinator to communicate relevant program and participant information to the Human Services Contract Services Coordinator

### **Departmental, Organizational, and Community Involvement**

- Share in the delivery of Exploring Entrepreneurship workshops, both on and off site
- Participate in Business Development team meetings and Momentum staff meetings
- Be involved in Momentum initiatives of interest and when capacity allows (eg: committee work)
- Identify opportunities for work of other departments to be incorporated into the SE program (eg: the connection between trades training and business)
- Network in the business services community to build referral champions for the SE program.
- Connect work of the SE program as much as possible into CED strategies (eg: encourage socially and environmentally responsible business practises, connect Momentum's CED businesses to the broader CED community)

### **To apply:**

Please forward resume with covering letter:

**Via e-mail to: [job@momentum.org](mailto:job@momentum.org).**

State competition number in subject line of email.

Attention: Hiring Committee

**Competition Number: MOM0202**

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](http://www.momentum.org)