



Volunteer Job Description

Job Title: Business Plan Editor	Length of Term: Ongoing
Department: Business Development	Time Commitment: Flexible
Reports to: Business Development Facilitators	Time of Day: Flexible

Purpose of the Position: Momentum's Business Development department offers a variety of programs to assist aspiring entrepreneurs in starting up their own business. A requirement of many of the business programs is to complete a viable business plan.

Momentum is looking to onboard volunteer business plan editors for all of our programming in the Business Development department. This role supports our facilitators in ensuring participants have well-rounded and correctly edited business plans. Please see below for a comprehensive description of the role.

Duties/Responsibilities

- Support with compiling a business plan for submission
- Meet with the facilitator as required to discuss the editing protocols, obtain resources, and to discuss strategies for participants
- Edit business plans for spelling, grammar, and proper English
- Edit financials section of business plans

Skills, Experience, Qualifications

- Experience with Word and Excel are required for this role
- Experience with business plans and financials are required for this role
- Previous experience writing and editing would be an asset
- Previous experience in working with multi-cultural and/or highly-barriered clients preferred
- Flexible schedule
- Strong communication and interpersonal skills
- Fluent in English
- A clean police record

Personality Traits and Qualities Desired

- Punctual and reliable
- Detail-oriented
- Creative, enthusiastic, and demonstrates initiative

Benefits

- Assist an entrepreneurs in developing viable business plans
- Meet new people in the community
- Participation in volunteer appreciation events and professional development sessions

Orientation, Training & Support

- Orientations lead by Momentum staff
- Volunteer Handbook and organization documents
- Momentum staff is available for additional support

NOTE: This volunteer position description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

If you are interested in this volunteer opportunity please complete the Volunteer Information Form or contact Chelsea Detheridge at 403-204-2696 or chelsead@momentum.org