

ABOUT YES

YES, a **non-profit organization** providing English-language employment and self-employment services is looking for a

Business Coach
(Part-time position)

The ideal candidate will help entrepreneurs through the process of starting and growing their businesses. The selected candidate will coach and conduct regular follow-up with clients, compile reports, facilitate and deliver information sessions/workshops and provide daily assistance to clients with their specific business needs.

RESPONSIBILITIES WILL INCLUDE:

- Conducting one-on-one meetings with prospective and existing entrepreneur(s), including artists, to brainstorm and evaluate their business ideas as well as helping them with market research, marketing, financing, business plan writing, and preparing financial statements
- Supporting entrepreneurs through their funding processes
- Tracking and monitoring client progress
- Delivering and moderating information sessions and/or workshops as needed

REQUIREMENTS

- Business/Marketing Degree, MBA, and/or related business experience
- Knowledgeable in the area of small business development
- Solid understanding of online or interactive strategies or tools for entrepreneurs including SEO, e-commerce and social media
- Business management, and financial & accounting skills
- Confident and comfortable engaging clients to deliver an elevated experience
- Excellent multitasking, prioritization and time management skills
- Strong collaboration, listening and facilitation skills
- Experience working with volunteers and non-profit experience is an asset
- Able to travel regularly to Quebec regions to provide coaching in English
- Bilingualism is an asset
- Flexible availability- including some evenings for events or workshops
- Driver's License

HOW TO APPLY:

Send your **cover letter** and résumé
To Director of Administration and Personnel at
fa@yesmontreal.ca

Only those candidates chosen for an interview will be contacted.

YES is committed to equal opportunity employment.

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