

Entrepreneurship Project Manager



ABOUT YES

Founded in 1995, YES (Youth Employment Services Foundation), a non-profit community-based organization dedicated to enriching the community by providing English-language support services to help Quebecers find employment and start and grow businesses, is growing and looking to hire.

WHO WE ARE LOOKING FOR

The ideal candidate is a self-starter who exhibits strong coordination and communication skills, is a creative thinker with exceptional attention to detail.

The successful candidate will have a special interest in working in the non-profit sector; have an entrepreneurial spirit and a strong understanding of the entrepreneurial community in Quebec.

Position Summary:

- Managing and coordinating the entrepreneurship project, in particular planning, execution, and tracking of specific initiatives and events related to economic development, with a focus on women entrepreneurship
- Creating a detailed work plan that identifies and sequences the activities needed to successfully complete the project
- Researching and identifying areas for program development and adoption of best practices
- Co-develop entrepreneurial resources and content (workshops, articles, guides, website & role model videos)
- Ensuring that the project deliverables are on time, within budget and at the required quality level

We are looking for candidates with the following interests, skills and experience:

- University degree with 3-5 years of experience coordinating small to medium size projects
- Knowledge of project management principles and techniques
- Solid understanding of service needs for entrepreneurs within the English-speaking community in Quebec
- Strong communication, interpersonal and networking skills
- Ability to work effectively both independently and as a part of a team
- Flexible and resilient
- Can/will-do attitude, diligence, creativity with a high level of ownership and accountability
- Ability to work well under pressure, manage competing priorities, manage processes, and enjoy a fast-paced, unpredictable environment;
- Good organizational and problem-solving skills and a strong conceptual thinker;
- Strong writing skills in English
- Strong administrative skills
- Ability to travel, periodically, around the province of Quebec
- Excellent computer skills (Microsoft Office 365, CRM, Smartboard)
- Bilingualism is an asset (French and English)

Benefits:

YES is proud of its diverse, committed, focused and respectful staff and volunteers. YES has a dynamic and fast paced work environment and offers its employees:

- 10 sick days/personal days per year
- A Group Insurance plan (Life Insurance/ Health & Dental/ Disability Insurance)
- An Employee Assistance Plan
- VRSP (Voluntary Retirement Savings Plan)
- Closed between Christmas and New Year
- 11 Statutory holidays

HOW TO APPLY:

Send your cover letter* and résumé to the Director of Administration and Personnel by August 30, 2019, at fa@yesmontreal.ca

(*résumé **must** be accompanied by a cover letter to be considered)

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