



## 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 a

### ***Part-time Business Coach (4 days per week)***

Reporting to the director of the entrepreneurship department, the ideal candidate will have experience with running or working with businesses. They will be a client-focused self-starter who exhibits strong presentation skills, exceptional attention to details, creative thinking, and adaptability to respond to various stakeholder demands.

#### **RESPONSIBILITIES WILL INCLUDE:**

- Conduct individual meetings with prospective entrepreneurs to brainstorm and evaluate business ideas as well as assist existing businesses by providing guidance on marketing, technology adoption, accessing new markets, financing, operations, human resource planning, and financial management
- Conduct coaching and/or workshop delivery in some Quebec regions
- Develop, deliver and moderate entrepreneurship related information sessions and/or workshops as needed (day and evening);
- Recruit, train, support and organize volunteers – speakers, committee members and professionals.
- Attend outreach activities to engage with the Quebec Start-up ecosystem

#### **REQUIREMENTS**

- Business/Marketing Degree, MBA, and/or related business degree
- Knowledgeable in small business development and training
- **Solid understanding of online or interactive strategies or tools for entrepreneurs including SEO, e-commerce, social media, digital marketing, and social enterprises**
- 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
- Knowledge of consulting in e-commerce/retail sectors is an asset
- 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
- Must have a Driver's License

**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 paid sick days/personal days per year
- A Group Insurance plan (Life Insurance/ Health & Dental/ Disability Insurance)
- An Employee Assistance Plan
- VSRP (Voluntary Sector Retirement Plan)
- Closed between Christmas and New Year
- 11 Statutory holidays
- Professional development opportunities

#### **HOW TO APPLY:**

Send your **cover letter** and résumé by January 22, 2021

To the Director of Administration and Personnel at

[fa@yesmontreal.ca](mailto:fa@yesmontreal.ca)

Only those candidates chosen for an interview will be contacted. YES is committed to equal opportunity employment.

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