

Small Business Coordinator
Full Time – Non-Union

2021-NON-GG-356

The County of Hastings is currently accepting applications for a **Full-Time Non-Union SMALL BUSINESS COORDINATOR** for the Planning and Economic Development Department at the County Administration Building in Belleville, Ontario. The role of the Small Business Coordinator is to assist and coach new entrepreneurs and existing businesses.

RESPONSIBILITIES:

- Help entrepreneurs to start up new businesses, while assisting existing ones grow, by providing them with free business coaching and confidential, one-on-one, management assistance and other similar support.
- Provide entrepreneurs and businesses with information on available properties, financing opportunities and government resources.
- Assist entrepreneurs and businesses work with local municipalities where appropriate.
- Work co-operatively with volunteer community resources to assist entrepreneurs in finding help and resources.
- Participate in training that supports the enterprise facilitation practice of entrepreneur coaching.
- Track, organize, compile, analyse and maintain a database(s) that contains statistics and other relevant information to help measure outputs and outcomes including (but not limited to):
 - Inquiries processed
 - Number of clients served
 - Client satisfaction
 - Number of new business start-ups
 - Number of new jobs created
 - Amount of new assessment created
- Provide monthly reporting to the Economic and Tourism Development Manager and/or Director of Planning and Development.
- Prepare and maintain a daily work log of activities undertaken.
- Prepare updates/reports to the Planning & Development Committee, and other Committees/Council, as required.
- Work collaboratively with and be an active member of the Economic & Tourism Development Unit.
- Be aware of and follow the Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act and County policies.
- Other duties or various special projects as may be required or assigned from time to time.

QUALIFICATIONS:

- Degree or Diploma in Business Administration or equivalent combination of education and experience.
- Demonstrated significant private sector/small business experience.
- Excellent oral, written and interpersonal communication skills.
- Well developed reflective listening skills and the ability to interact with clients with patience and empathy.
- Knowledge of computer & communication equipment and operational procedures.
- Ability to analyze & evaluate emergency communications services and activities.
- Proven abilities in problem solving and negotiation skills.
- Valid driver's license.

WAGE RANGE: \$55,169-\$64,525 per annum, with excellent fringe benefits

HOURS OF WORK: Monday – Friday, 8:30-4:30, 35 hours per week

CLOSING DATE: Thursday, January 27, 2022 by 4pm

Please forward applications to: Juliana Alvarez-Molina
Human Resources Advisor, Talent Management & Acquisition
careers@hastingscounty.com

Please quote “**2021-NON-GG-356** – “**your name**” in the subject line

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. We thank all applicants for their interest in this position; however, only those applicants selected for an interview will be contacted. The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.