



POSITION	Programs Coordinator
COMPANY	Business In The Streets
BUSINESS TYPE	Not for Profit
REPORTING	Executive Director
LOCATION	Toronto
START DATE	March 18 th , 2019
HOURS	35 hours per week
COMPENSATION	\$18.75/hr

About The Organization

Business In The Streets (BITS) provides young people living in the GTA with the knowledge and resources necessary to pursue their aspirations and achieve their economic potential.

Since our launch in 2012, BITS has delivered business training and mentorship to over 400 young entrepreneurs. We have expanded our suite of services to include follow-up programming, microfinancing and co-working space. Our goal is to provide a world class, one-stop-shop for young entrepreneurs to access the resources required so they may turn their dreams into reality.

Ignite Capital is an annual competition which provides aspiring entrepreneurs who have limited access to capital with the opportunity compete for funding and business support. As operating partner, BITS provides Ignite with program management and event support in order to ensure an excellent experience from launch to close-out.

As an entrepreneurial organization, BITS believes in walking our talk. Team members each possess an entrepreneurial mindset which balances work and play resulting in a fun environment that allows for both. As a small team, we value each other's input and respect ideas which move the organization forward.

Each day we arrive at the table ready to improve each other, and the lives of the people we serve.

About the Position

The Program Coordinator is the key contact person for all of BITS educational and funding programs. As Program Coordinator, your main goal is to ensure future and current participants and alumni access the various programs, services and opportunities which BITS offers;

- Youth Creating Entrepreneurial Opportunities (YCEO) – 27-hour educational program which takes place over 8 weeks. Provides young people with an introduction to entrepreneurship and a framework to validate their business idea, while working alongside a Peer Mentor.



- Boot Camp – 27-hour educational program which takes place over 8 weeks. Provides young entrepreneurs with an already validated business idea the framework to plan and grow, while working alongside a Peer Mentor.
- SPARKFund – Granting program which provides YCEO alumni with \$500 to help validate their idea.
- BITS Bucks – BITS unique microfinancing program which provides Boot Camp alumni up to \$5,000 of a half-grant and half-loan in order to grow their business.
- Professional Development Fund – Provides YCEO and Boot Camp alumni with up to \$1,000 to pursue short-term educational programs or certifications which will help them to run their business.
- Coworking Space – To provide BITS alumni with 24/7 access to office space at below market value from which to operate their business.
- Ignite Capital – Annual competition operated by BITS staff which provides entrepreneurs with limited access to capital with up to \$15,000 in microfinancing to launch or grow their business.

Prior to the launch of YCEO and Boot Camp cohorts, you will prepare by managing logistics and ensuring all participants, mentors, facilitators, and guest speakers are recruited and screened to meet BITS eligibility criteria. While programs are live, you will provide participants, mentors, and facilitators with the information and tools to succeed, while ensuring all program documents are administered, completed, collected, and stored.

You will also act as event coordinator for YCEO and Boot Camp pitch days managing a small team of volunteers to ensure the day goes off without a hitch.

Once educational programs wrap, you will support the continued success of each alumni by connecting them to relevant BITS' and affiliate partner's programs and services.

Lastly, as an organization which is always seeking to improve, you will support the Executive Director by making recommendations for how BITS programs can be refined and developed in order to create greater and longer lasting impact.

Duties and responsibilities:

- Managing the office, ensuring staff and youth alumni have access to quality work space
- Perform program outreach for young participants and Peer Mentors through networking, in-person and online presentations, attending local events which promote or are related to young people, small business, and entrepreneurship, and establish relationships with other key stakeholders
- Perform eligibility interviews, and orientation for participants, Peer Mentors, guest speakers, and program facilitators
- Provide administrative and advisory support to facilitators, Peer Mentors and participants as needed, ensuring room setup and class materials are prepared in advance
- Collect, organize, maintain, and interpret all program data (including taking attendance, administering knowledge tests and feedback forms); perform analysis and reporting
- Provide snacks and refreshments for all programs



- Organize pitch events, including managing logistics, budget, guest list, catering, photography/videography, event flow, etc.
- Make recommendations for program improvements using feedback surveys and anecdotal evidence
- Recommend and process eligible alumni for follow-up programs and services including the Boot Camp, SPARKFund, BITS Bucks, Professional Development Fund, coworking space, and other opportunities as appropriate
- Organize complementary workshops for Business in the Streets alumni and interested participants
- Support BITS newsletters, blogs, social media, and other digital media by sharing success stories, opportunities, and other relevant content with the communications team
- Schedule, organize and provide orientation training for entrepreneurs participating in Stackt
- Liaise with City of Toronto staff to ensure smooth transitions between tenants for the Stackt project
- Provide administrative and operational support to Executive Director as needed
- Create and keep up-to-date work back schedules and program management plans
- Provide quarterly reports on program outcomes and impacts
- Other projects and duties as may be assigned

Skills and Requirements

- A willingness and interest to learn about entrepreneurship
- Holds business administration or project management-related diploma or degree
- 2 years of operations, administration, or project management experience
- Proficiency in Microsoft and GSuite software (Word/Docs, Excel/Sheets, PowerPoints/Slides)
- Must be able to manage time deadlines and deliverable dates
- Ability to communicate effectively when presenting information
- Proactive and process-oriented working style, with attention to detail
- Excellent interpersonal skills
- Excellent communication and listening skills
- Able to observe and maintain confidentiality
- Able to follow through on projects both independently and as part of a team
- Presentable, personable and approachable at all times
- Experience working with young people an asset

Working Conditions

The Program Coordinator is expected to work from the BITS studio, Monday to Friday from 12pm to 8pm while programs are not running, and Tuesday to Friday from 12pm to 8pm, and Saturday from 9:30am to 5:30pm while programs are live. You will be responsible for picking up groceries for up to 50 people each week, so being able to carry up to 40lbs may be necessary.



Most work will be done via computer, so you will need to be comfortable sitting for long periods of time. For offsite events and opportunities, you will be expected to take transit and should be comfortable doing so.

HOW TO APPLY – Please send your resume with covering letter to info@businessinthestreets.com. Although we appreciate each application, only those being considered for the position will be contacted. No phone calls, emails, or inquires through LinkedIn, please.

At Business In The Streets, we are committed to fostering an inclusive, accessible environment, where all employees feel valued, respected and supported. We are an equal opportunity employer that recognizes the value of a diverse workforce. If you require an accommodation for the recruitment/interview process, please let us know when selected to take part in our recruitment process so that reasonable arrangements can be made for the appropriate accommodations to be in place.