



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/18

## Community and Startup Recruitment Specialist

<b>Job ID</b>	<b>377415-1-4200</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=377415-1-4200">https://careers.indigenous.link/viewjob?jobname=377415-1-4200</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2023-11-22	To: 2050-01-01
<b>Job</b>	Type: Part-time	Category: Education

### Description

#### About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter. The team

The DMZ is a world-leading startup incubator based at Toronto Metropolitan University that equips the next generation of tech entrepreneurs with the tools needed to build, launch, and scale highly impactful startups. By providing connections to customers, coaching, capital, and a community, the DMZ's customized approach helps innovators reach the next milestone in their entrepreneurial journey - whatever that might be. Through its award-winning programming, the DMZ has helped more than 800 startups raise \$2.5 billion in capital and create 5,000+ jobs. Headquartered in Toronto, Canada with globally-accessible programming, the DMZ has a widely-recognized international presence with offices in Vietnam, India, and the U.S., and partnerships across North America, Latin America, Africa and Asia.

#### The Opportunity

The Community and Startup Recruitment Specialist plans, develops and administers the recruitment policies and procedures for DMZ programs to reflect the goals and objectives of the DMZ. You will also evaluate a company's business status, model and profile to determine qualification to apply to a DMZ program. All while maintaining a direct connection with prospective startup teams and its founders, fostering relationships with current and alumni of DMZ, building new relationships with founder-focused organizations/events, and maintaining a pulse on high potential founders to strengthen the DMZ's entrepreneur-driven environment and enhance the reputation of TMU. Other responsibilities will include but are not limited to: Plans, implements and monitors the full recruitment cycle for DMZ programs:

- Develops, implements and recommends recruitment policies, procedures and sourcing tools and techniques to meet DMZ program targets for enrolment.
- Provides direction, advice and guidance with respect to the interpretation of recruitment and acceptance policies and the status of targets during the recruitment cycle.

- Identifies and sources companies through a data-driven approach, including info sessions/webinars, pitch competitions/demo days and conferences/meetups.
- Maintains and leads communication to promote, to advise and to update on the progress of recruitment efforts for DMZ programs.
- Resolves recruitment challenges with the Manager by examining feedback collected and identifying appropriate courses of action in a timely manner.

Leads the recruitment and screening process from initial meeting to acceptance:

- Organizes screening panel members; collects feedback from panel members and DMZ staff, and coordinates business and technology due diligence.
- Ensures the enrolment of quality companies by assessing company applications based on a thorough review of pre- and post-acceptance conditions.
- Advises the Programs and Partnerships staff regarding applicants with exceptional qualifications or issues.
- Researches, documents and analyzes document fraud including communication with DMZ staff for the verification of company information including funding and human resources available, financial statements and customer verifications, etc.
- Provides detailed verbal and written advice to prospective companies regarding DMZ programs and requirements, DMZ activities, services and programs, and assists potential applicants to make educated choices in the selection of program/s.
- Makes final recommendation of companies' suitability for DMZ programs and makes referrals to other Zones or entrepreneurship programs and services as needed.

Supports and/or participates in outreach activities:

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- Develops and maintains positive working relationships with prospective community partners and founder focused organizations that are strategic to pipeline development of overall programs and to create a strong partner referral network.
- Represents the DMZ and TMU at community events both locally and globally, including conferences, tech summits and participates in public speaking engagements.
- Presents information about the Zone Learning framework and its objectives to prospective entrepreneurs, partners and members.
- Collaborates with the Manager and the Startup Recruitment team to research, review and provide input in building recruitment materials.
- Advises on key messaging in recruitment material to prospective startups and entrepreneurs.

Provides ongoing support and administration to improve delivery of service:

- Reviews and recommends changes or improvements and priorities concerning administrative policies and procedures, application processing and acceptance requirements.
- Organizes, leads and facilitates sessions with DMZ staff to review existing practices, and to discuss and find solutions to issues of mutual concern.
- Monitors application deadlines and adjusts document-processing workflow to meet the needs of programs.
- Provides detailed reports to DMZ management regarding applications, offers, acceptances and withdrawals. Designs, analyzes and prepares summary reports (current and historical) relating to recruitment efforts.
- Conducts relevant industry research to identify trends and the needs for DMZ programs. Conducts environmental scans and needs assessments, and identifies current and emerging markets and areas of opportunity to be leveraged by emerging technologies.
- Reports insights and research to the Manager to inform the ongoing development and improvement of recruitment efforts.
- Responsible for keeping all company records and activities up to date in the CRM system.

Assists in other day-to-day activities:

- Assists in training new Programs and Partnerships Assistants regarding recruitment functions, policies and procedures.
- Provides day-to-day coaching and on-the-job training to DMZ student staff.
- Leads special projects that may be assigned by the Manager, including assigning and coordinating the work of PnP Assistants, student staff, and other DMZ staff involved in the project.
  - Represents the DMZ and TMU at external meetings amongst other professionals within the tech ecosystem.
  - Performs other related duties as required.

## Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of a post-secondary degree program is required to attain the appropriate analytical, research and organizational skills needed to synthesize complex information and concepts.
- A minimum of four (4) years or relevant work experience in a startup ecosystem, including a focus on pipeline development in a technology organization and understanding of program development.
- Significant experience in entrepreneurship, including building and managing relationships.

## Additional Information

Position Number(s) 20004437  
Reports To Manager, Startup Recruitment  
Department DMZ  
Vacancy Type TERM  
Employee Group OPSEU  
Work Location Hybrid  
Start Date ASAP  
End Date 1 year from start date  
Hours of Work 36.25  
Grade 12  
Salary Scale \$75,992.38 to 83,038.94  
Hiring Salary Range Min: \$75,992.38 up to Step 3:\$83,038.94  
TA Specialist -  
Posting Date June 25, 2024  
Application Close Date July 19, 2024

## Additional Notes:

- An equivalent combination of education and experience may be considered.
- As part of the selection process, candidates may be required to complete an occupational assessment.
- Applications will only be accepted online through Toronto Metropolitan University's career site.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, . All information received in relation to accommodation will be kept confidential. The PerksThere is something for everyone! Employees are eligible for many benefits, services, and discounts that Toronto Metropolitan University has to offer:
- Mid-year break that provides two weeks of paid time off in addition to your vacation.
- Group benefits include health and dental, employee and family assistance programs (EFAP), and more.
- for eligible employees and their spouse and/or dependent(s) and Tuition Rebate for eligible employees.
- : A defined benefit pension plan.

For more information, visit Toronto Metropolitan University for Community and Startup Recruitment Specialist