



# 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: 2024/07/27

## Community and Recruitment Specialist (Tech Incubator Programs)

<b>Job ID</b>	<b>377702-1-3539</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=377702-1-3539">https://careers.indigenous.link/viewjob?jobname=377702-1-3539</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2023-11-29	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

#### Rogers Cybersecure Catalyst

Rogers Cybersecure Catalyst (Catalyst) empowers individuals and organizations to seize the opportunities and tackle the challenges of cybersecurity. Together with our partners and collaborators, we work to realize a vision of healthy democracies and thriving societies, powered by safe and secure digital technologies. Through our groundbreaking training and certification programs; unique commercial acceleration programs for cybersecurity start-ups and scale-ups; first-of-its-kind cyber range; wide-ranging public education programs; and influential policy interventions, the Catalyst helps drive Canada's global competitiveness in cybersecurity. The Catalyst is a not-for-profit corporation owned and operated by Toronto Metropolitan University and based in Brampton, ON. Hybrid work schedule with expectations of weekly days in the Brampton offices.

#### The Opportunity

The Community and Recruitment Specialist - Innovation Programs - Plans, develops and administers the recruitment policies and procedures for Catalyst startup support, Accelerator and other innovation programs to reflect the goals and objectives of the Catalyst. You will also evaluate a company's business status, model and profile to determine qualification to apply to a Catalyst innovation program. The successful candidate will also be maintaining a direct connection with prospective startup teams and their founders, fosters relationships with current and alumni of Catalyst, builds new relationships with founder-focused organizations/events, and maintains a pulse on high potential founders to strengthen the Catalyst's entrepreneur-driven environment and enhance the reputation of TMU. Supports related community engagement activities. Your responsibilities will include but not be limited to: Plans, implements and monitors the full recruitment cycle for Catalyst innovation programs:

- Develops, implements recruitment procedures and recommends recruitment policies, sourcing tools and techniques to

meet Catalyst program targets for enrolment.

- Interprets and provides advice and guidance on 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, advise and update the team on the progress of recruitment efforts for Catalyst programs.
- Resolves recruitment challenges with the Director and Manager by examining feedback collected and identifying courses of action.

Leads the recruitment and screening process:

- Leads the screening process by organizing panel members, collecting feedback and coordinating business and technology due diligence.
- Ensure the enrolment of quality companies by assessing company applications based on a thorough review of pre- and post-acceptance conditions.
- Advises staff on applicants with exceptional qualifications and issues.
- Researches, documents and analyzes document fraud including communication with Catalyst staff for the verification of company information.
- Provides advice to prospective companies regarding Catalyst program, requirements, activities, and services. Assists potential applicants with making educated choices in the selection of program(s).
- Makes final recommendations of companies' suitability for Catalyst programs and makes referrals to other entrepreneurship programs and services.

Participates in outreach activities and community engagement:

- Develops and maintains positive working relationships with prospective community partners and founder focused / entrepreneurial organizations that are strategic to pipeline development of the overall program and to create a strong partner referral network.
- Represents the Catalyst and TMU at community events both locally and globally, including conferences, tech summits, and participates in public speaking engagements.
- Presents information about the Catalyst organization and its objectives to prospective entrepreneurs, partners, expert contributors and innovation related organizations and associations.
- Collaborates with the Director/Manager and the Marketing and Communications team to research, review and provide input to building recruitment and community engagement materials.
- Advises on key messaging in recruitment materials to prospective startups

Provides ongoing support and administration to improve delivery of service:

- Reviews and recommends changes or improvements to administrative policies, procedures, application processing and acceptance requirements.
- Organizes, leads and facilitates sessions with Catalyst 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 the programs.
- Provides detailed reports to Catalyst management regarding applications, offers, acceptances and withdrawals.

Designs, analyzes and prepares summary reports relating to recruitment efforts.

- Conducts relevant industry research to identify trends and the needs for Catalyst 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 Director and Manager to inform the ongoing development and improvement of recruitment efforts.
- Keeps all company records and activities up to date in the CRM system.

Provides support to the team:

- Assists in training new team members on recruitment functions, policies, and procedures. Provides day-to-day coaching and on-the-job training to Catalyst student staff.
- Leads special projects including assigning and coordinating the work of student staff and other Catalyst staff involved in the project.
- Represents Catalyst at external meetings amongst professionals in the tech ecosystem.

## 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 in a related field.
- A minimum of 4 years of experience in a startup ecosystem, including a focus on pipeline development in a technology organization and understanding of program development.
- Experience in entrepreneurship, including building and managing relationships.
- Strong understanding of the startup ecosystem, culture and terminology.
- Experience in conceptualizing, planning and implementing recruitment and community-building activities.
- Demonstrated ability to work with and build relationships with multi-sectoral stakeholders.
- Problem solving, decision making, negotiation and consensus building skills.
- Strong analytical and problem-solving skills.
- Ability to work with large stakeholder groups and to work both independently and as part of a team, with an entrepreneurial propensity.
- Strong flexibility and time management skills.
- Strong communication, interpersonal and client service skills to effectively deal with various stakeholders.
- Research skills to conduct environmental scans and needs assessments, identify trends and modify recruitment and community-building techniques as indicated.
- Demonstrated effectiveness in community/organizational development and capacity building initiatives.
- Ability to perform quality work with accuracy, meeting all requirements and deadlines.
- Travel to recruitment events, conferences and workshops in the GTA and occasionally across ON required.

## Additional Information

Position Number(s) 20004928

Reports To Partnerships & Investor Relations Manager

Department Rogers Cybersecure Catalyst

Vacancy Type TERM

Employee Group MAC

Work Location Hybrid

Start Date ASAP

End Date 18 months from start date

Hours of Work 36.25

Grade C42

Salary Scale -

Hiring Salary Range \$74,000 - \$95,000

TA Specialist -

Posting Date November 28, 2023

Application Close Date Until filled

### Additional Notes:

- An equivalent combination of education and experience may be considered.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.
- 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.
- Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.
- 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, please submit your request through the AskHR webform. All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Community and Recruitment Specialist \(Tech Incubator Programs\)](#)