



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: 2024/05/14

Programs & Partnerships Coordinator

Job ID	379931-1-6213	
Web Address	https://careers.indigenous.link/viewjob?jobname=379931-1-6213	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-03-19	To: 2050-01-01
Job	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 820 startups raise \$2.58 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 Programs and Partnerships Coordinator will work with the Manager in the planning and implementation of DMZ entrepreneur and talent development programs and the team's administrative systems to accelerate growth for all participating companies. The successful candidate will develop relevant programming for student, youth, and early-stage entrepreneur groups to include speakers, workshops, structured programs, networking events and monitor the progress of the clients from application through to graduation, and ensure continual improvement of start-up programming, mentorship and strategies based on entrepreneur feedback and industry best practices. Other responsibilities will include but are not limited to:

- Supports the development, and implementation of programming initiatives for target entrepreneur and startup groups to enhance overall member experience.
- Oversees the administrative process for start-ups.

Qualifications

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

- Successful completion of a post-secondary degree in Business, Media Entrepreneurship or a related field
- A minimum of two (2) years of relevant experience in the start-up and entrepreneurship sector in a program support/administration/advising role: Developing, implementing, monitoring and evaluating programs to start-ups/entrepreneurs, relationship management and event planning are required. Demonstrated experience with developing and implementing programming initiatives for target entrepreneur and startup groups to enhance overall member experience, including assessing and recommending opportunity areas, developing and executing relevant metric and reporting strategies and quantifying the impact.
- An equivalent combination of education and experience may be considered.
- Excellent understanding of the startup ecosystem, culture and terminology to be successfully qualified for this position.
- Demonstrated experience with developing and implementing programming initiatives for target entrepreneur and startup groups to enhance overall member experience, including assessing and recommending opportunity areas, developing and executing relevant metric and reporting strategies and quantifying the impact.
- Demonstrated administrative support experience from implementing project procedures and guidelines, ensuring consistent flow of processes, maintaining constant communication for complete lifecycle management of companies and developing regular surveys of members to generate feedback on the effectiveness of programs.
- Strong analytical and research skills, including project and financial management knowledge and application of procedures and practices.
- Solid oral and written communication skills, including report writing, general correspondence.
- Strong client service experience and interpersonal relationship building skills.
- Proficiency in MS Office (Word, Excel, PowerPoint) and Google.
- Flexibility to work evenings and weekends to participate in events that support participating companies.

Additional Information

Position Number(s) 20004989

Reports To Entrepreneur & Talent Development Manager

Department DMZ

Vacancy Type TERM 1 year

Employee Group OPSEU

Work Location Hybrid (in-person and remote)

Start Date ASAP

End Date 1 year from start date

Hours of Work 36.25

Grade 10

Salary Scale \$66,374.68 - \$79,254.84

Hiring Salary Range -

TA Specialist -

Posting Date March 18, 2024

Application Close Date April 1, 2024

Additional Notes:

- This is a term vacancy with a guarantee to return to home for OPSEU FTCE employees only.
- 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 Programs & Partnerships Coordinator](#)