



**Centre de ressources communautaires
RIDEAU-ROCKCLIFFE
Community Resource Centre**
Overbrook • Forbes • Carson Grove • Manor Park
Lindenlea • Rockcliffe • New Edinburgh



JOB INFORMATION

Position Title:	Professional Intern - market13
Reports to:	Project Lead incubator13
Positions available:	2
Job Type:	12 weeks- short term contract, part-time (25 hours/week)
Training period:	May 25 st to June 11 th
Start date:	June 14 th , 2021
End date:	Sept 3 rd , 2021
Wage:	\$18/hour
Reference #:	2021-IC-02

JOB SUMMARY

Market13, a project of incubator13, is a free digital marketplace where budding entrepreneurs and local small businesses can sell their products, so that they can experience selling their products via a digital marketplace. We aim to give them a starting point for selling their products online, so that they can learn how to manage their own online store. market13 also provides educational resources for members of the program in order to learn how to start and manage an online business.

Under the supervision of the incubator13 project lead, the market13 project intern will support local economic development in the form of 1) helping to create an accessible incubator13 online store (based on the Digital Main Street program from Google), 2) onboard vendors and operate the store and 3) provide support for the local small business owners to develop their digital footprint (Google, social media, website, etc...).

ELIGIBILITY CRITERIA

You can apply if you meet the following criteria to become a participant of the Youth Job Connection – CORE program hosted by the Youth Service Bureau:

- ✓ Be between the ages of 18 and 29 years old;
- ✓ Be unemployed
- ✓ Be a resident of Ontario and eligible to work
- ✓ Not enrolled in full-time education or training
- ✓ Canadian citizen, permanent resident or a newcomer with a work permit (without restrictions);
- ✓ Not have an active service plan with another Employment Ontario service provider
- ✓ Provide a Police Check
- ✓ Have a registered Social Insurance Number (SIN).

PRIMARY DUTIES & RESPONSIBILITIES

A. Develop the Program Pillars

- Develop an application tool and digital assessment tool for the businesses to apply
- Assist with the development of the business support services

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- Develop an application tool and digital assessment tool for the businesses to apply
- Assist with the development of the business support services

C. Operate a Web-shop

- Development and design based on the existing web shop of the digital main street program
- Working in close connection with the incubator13 staff

D. Selection / Support / Training for business owners

- Administer selection and registration of applicants for the web shop
- Verify eligibility criteria of applicants & due diligence with regards to digital strategy
- Ongoing support for the applicants towards their digital transformation
- Onboarding of vendors, client management, financial operations

E. Promotion of the Program

- Support the development of a marketing campaign for the marketplace
- Create connections to the local entrepreneur scene to promote the online store

F. Other duties

- Promote the project, via social media and networks,
- Work closely with the business providing the online training,
- Support web development project within the center
- Other tasks related to the field of work in coordination with the supervision

JOB REQUIREMENTS

Must have

- High school degree
- Basic understanding of web development and e-commerce
- Interest in small business support environment
- Knowledge of MS Office package and Zoom
- Interest in issues of poverty, diversity and marginalization

Desirable

- Post-secondary education in a relevant field
- Project management experience
- Knowledge of developing or operating an online-store
- Experience operating or providing consulting support for a small business
- Knowledge of web development (Wordpress) and Shopify environment
- Clear understanding of issues of poverty, diversity and marginalization

Competencies:

- Ability to work flexible hours
- Fluency in English is required; bilingualism an asset
- Ability and willingness to:
 - Be helpful, respectful, approachable and team-oriented (Collegiality)
 - Take ownership of work, do what is needed, follow through (Initiative)
 - Plan ahead, manage time well, be on time, be cost conscious, think of better ways to do things (Efficiency)
 - Be receptive to feedback, be willing to learn, embrace continuous improvement (Coaching ability)

Apply

Please send your **resume, cover letter, mentioning the position title** by May 9th, 2021 at <https://form.jotform.com/203225270902243>. For any additional information, please send us an email to the attention of Camila Pastran (camila.pastran@crccr.org). We thank all the candidates for their interest; however, only selected candidates for an interview will be contacted.