



Capacity Development Coordinator - Ontario

Location: Ontario

PARO Centre for Women's Enterprise is a dynamic business development and entrepreneurship support organization that supports women entrepreneurs throughout the lifecycle of their business development journeys. As one of Canada's most successful business support and networking organizations, PARO supports women from start up, to scale up, and everything in between. As a not-for-profit social enterprise, PARO collaborates to empower women, strengthen small business and promote community economic development across Ontario by creating a supportive ecosystem to ensure each woman has access to the business development supports she needs to turn her entrepreneurial dreams into reality.

To support the expansion and build the capacity of the organization, PARO is seeking a dynamic, enthusiastic addition to our team! This is a hands-on, roll up the sleeves, action-oriented job that expects that the person is passionate and committed and has the expertise and experience to immediately enter the framework, understand its challenges and opportunities, supporting and helping women's businesses.

In collaboration with the Program Manager and the Founder & CEO of PARO, the Capacity Development Coordinator is a position responsible for implementing organizational capacity strategies across the Province. As we pivot into the "New Normal" of business development strategies and support, this position will support a cross-provincial capacity building strategy through planning and executing a strategic shift that will result in a strengthened and modified approach to supporting #proudPAROWomen. The main goals of the incumbent include:

- Systemize learning programs, as we adopt new technology for online delivery by designing and launching nine new PARO online learning modules.
- Simplify and strengthen our expanded service offer to women by equipping team members with tools that will provide more efficient ways to support women entrepreneurs
- Adapt or re-imagine learning and client management tool system that will align experiential learning principles with PARO's unique client-centric and holistic approach
- Adapt or re-imagine the delivery of programs and services to meet the needs of the community, employees and volunteers

- Create and adopt new approaches for PARO to collaborate with our team and partners from across the Province to meet the needs of women in business, including such elements as monitoring and inspiring Team and client activity using technology, and developing job descriptions for Lead Business Growth Advisor and Business Growth Advisors for the New Normal that is PARO.

Through PARO's vision for enhanced economic security and growth for women entrepreneurs, this position provides you with an exciting opportunity to be a part of a vibrant community of women.

Qualifications and Skills

With Post Secondary Education in Business Administration, Database or Technology Management and/or Development, or a related field; Knowledge and experience working with technology in order to design and execute a sophisticated online learning strategy; knowledge and experience in business development and the unique needs of the community economic development community as asset; knowledge of women's issues, microfinance and community economic development are definite assets. You are a team player, positive and self-motivated.

POSITION REQUIRES:

The successful applicant must live in Ontario, any region thereof. Must be able to utilize technology to develop and execute online programs, have capacity to work with Management to schedule and arrange virtual meetings, appointments and the delivery of webinars as necessary. Position requires travel (when permitted), a valid driver's license, personal vehicle and vehicle insurance; excellent interpersonal, organizational, and project management skills; written and oral communication skills; excellent analytical skills; and an ability to accommodate competing demands and meet deadlines. Must be fluent in French and English. Must be legally entitled to work in Canada and possess a valid Social Insurance Number

Job Type: Full-time, Temporary

Salary:

DEADLINE FOR APPLICATION: Resumes including cover letter, 3 professional references and authorization to contact, must be received by (usually two weeks after advertised is the deadline) **May 16th 2021 by 4:30pm**, and submissions can be made to email: exec@paro.ca. **Only those considered for an interview will be contacted.**

PARO Centre for Women's Enterprise
110-105 May St. N., Thunder Bay, ON, P7C 3N9