



Reimagine for Recovery – Coordinator

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 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 organization and our clients to “Reimagine for Recovery, PARO is seeking a qualified coordinator to design and develop dynamic technology-based programming to support this transition. As Coordinator, the successful candidate will be responsible for the design, development and execution stages of two online platforms, while also developing a sustainability plan that will ensure the platform’s success and effectiveness.

In collaboration with the Program Manager and the PARO Founder & CEO, the Reimagine for Recovery Coordinator is a position responsible for implementing reimagined tools to support organizational components that allow for successful transition into an online world. 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 modified approach to supporting #proudPAROwomen. The main goals of the incumbent include:

- Support the integration of PARO’s Women’s B2B Vendor Database – develop marketing strategies, sustainability plans, and facilitate access to the Database that supports women entrepreneurs in accessing contracts from other larger businesses, especially from large corporations in sections that women generally have little or no access;
- Adopt a Customer Relationship Management System (CRM) that will facilitate the onboarding of women entrepreneurs in the large PARO ecosystem, creation

of peer support groups, networking among members and promotion of products and services;

- Outreach to women entrepreneurs to encourage participation in the database; working with other PARO team members to help build the capacity of women's businesses to allow for successful business contract delivery; vet and onboard women's applications, ensure that upkeep practices are user friendly, understood and sustainable.
- Connecting, Outreaching and Marketing throughout the province to women entrepreneurs, but also carrying out strategic connecting to Leaders of Industry corporations and other big businesses, Chiefs and Council, Economic Development and Non-profit leaders, community partners, government agencies and women's organizations, will be a priority for making this project a success.

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. You are an innovator, team player, positive and self-motivated.

POSITION REQUIRES:

Must be able to utilize technology to develop and execute online programs, 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: \$57,454/year

DEADLINE FOR APPLICATION: Resumes including cover letter, 3 professional references and authorization to contact, must be received by **May 14th 2021 by**

4:00pm, and submissions can be made to email: exec@paro.ca. **Only those considered for an interview will be contacted.**

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