



Community Business Development Corporation

ATLANTIC ASSOCIATION

Business financing, support and advice

**Employment Opportunity
Program Assistant
Mulgrave, Nova Scotia**

The Atlantic Association of Community Business Development Corporations (AACBDC) is looking to hire a Program Assistant to support the Atlantic Canada Certified Sites Program and the Atlantic Canada Advantage Program that are administered by the AACBDC on behalf of the provincial and federal governments.

The Atlantic Canada Certified Sites Program is a new program that was launched in September 2020. While the Atlantic Canada Advantage Program is a new program that the AACBDC will be administering beginning in January 2021.

The Atlantic Association of CBDCs is a non-profit organization that works on behalf of its 41 member corporations throughout Atlantic Canada to assist small business start-up and growth.

Responsibilities:

This position reports directly to the Senior Program Coordinator and is responsible for assisting program staff on activities relating to the two programs that include but not limited to the following:

- Completing project deliverables for both the Atlantic Canada Certified Sites and the Atlantic Canada Advantage Programs;
- Assist with the development and evaluation of the request for proposals (RFPs) to retain consultants for the Atlantic Canada Advantage Program;
- Participate in ongoing meetings with project consultants and the program steering committee to move milestones forward on both programs;
- Assist with the development, ongoing management and delivery of a comprehensive marketing and promotional campaign for both programs;
- Working with consultants to develop value propositions for Atlantic Canada with the end goal of increasing Atlantic Canada's profile as a place for investment;
- Liaison with the steering committee on the development of an evaluation tool to measure the overall success and effectiveness of the programs;
- Liaison with users of the Atlantic Canada Certified Sites Program as they move through the certification process; and,
- Perform other duties as assigned.

Skills and Qualifications:

- A bachelors degree in business administration, commerce or marketing;
- Proficiency in both official languages would be considered an asset;
- 1-3 years of experience in project management;
- Excellent communication, organizational and interpersonal skills;
- Proficient in Microsoft Office suite of applications;

- Being versatile with the ability to work well in a team environment or independently;
- Applicants must have an outgoing personality and the ability to meet tight deadlines; and,
- Be self-motivated and results-oriented.

Salary:

This is a term position ending March 31st, 2022. However, there is potential for extension. Salary band (\$22/hr - \$27/hr) depending on the qualifications of the applicant.

The regular work week is 35 hours, although flexibility in work hours including evenings and weekends will be required. The successful candidate must be willing and able to travel and have a valid driver's license.

To apply for this position, please forward a cover letter and resume to joe.brennan@cbdc.ca by noon, January 8th, 2021. We thank all applicants for their interest. However, only those selected for an interview will be contacted.