



## **ENTREPRENEUR PROGRAM COORDINATOR**

Black Opportunity Fund (BOF) is seeking an energetic and motivated team player to fill the 2-year contract position of **Entrepreneur Program Coordinator**.

**Black Opportunity Fund** is a community-led registered Canadian Charitable organization, whose mandate is to dismantle anti-Black racism by establishing a sustainable pool of capital to fund Black led businesses and Black led not for profits and charities, in order to improve the social and economic well-being of Canada's Black communities. The fund will catalyze the cultural, socio-economic, institutional, and political change required to enable Canada's diverse Black communities to thrive.

**REPORTS TO: Programs Manager**

### **JOB SUMMARY:**

Reporting to the Programs Manager, this position will be responsible for engaging with various stakeholders, in the administration of BOF supported capacity building programs for Black entrepreneurs, including administration and disbursement of non-repayable funds to program participants, as well as administering payments to subsidize the cost of mandatory permits, licenses and certifications to help Black businesses scale. Responsibilities will include helping to implement and monitor adjudication processes; working directly with program participants, as well as capacity building program partners; compiling and providing detailed reports to accounting team to ensure timely disbursement of funding to participating entrepreneurs, providing information, and reporting on the status of payments; as well as monitoring and tracking performance metrics for funded businesses.

The ideal candidate possesses a strong background in program administration, payment disbursement and tracking, and database management.

## **ROLES AND RESPONSIBILITIES:**

Working in a dynamic, team-based environment, the Program Coordinator's primary responsibilities will include:

- Preparation and submission of reports to accounting staff to enable timely payments to program participants;
- Liaising with program partners to review participant program and progress logs;
- Database administration and management;
- Broad customer service coordination;
- Working with accounting staff to oversee tracking and disbursement of funding;
- Budget tracking;
- Helping to implement and monitor funding program adjudication and assessment criteria;
- Provide guidance and counselling to clients as required;
- Preparing presentation materials for meetings;
- Maintaining comprehensive project documentation in line with service level agreements with service providers;
- Monitoring project progress by: tracking activity, tracking deadlines, resolving problems, helping to prepare progress reports, and recommending actions;
- Participate in stakeholder meetings;
- Organize and participate in client meetings;
- Preparing reports on program performance;
- Liaising with training service providers on delivery of capacity building training for Black entrepreneurs;
- Any other duties that may be required to meet the evolving needs of the organization;

## **Candidate Profile:**

The successful candidate will require the following attributes:

- Demonstrated skill in providing a high level of service to multiple customers, ideally in a nonprofit context;
- Experience with budget administration and monitoring;
- Proficiency with spreadsheets and data management systems;
- Experience with administering grants or loan administration programs is highly desirable;
- Advanced knowledge in Microsoft Office Suite;
- Strong logic, analytical and problem-solving abilities;
- Solid planning and organizational skills with high attention to detail, accuracy, protocol, and deadlines.
- Experience monitoring program budgets;

- Excellent writing ability that is clear, concise, and analytic in style;
- Excellent communication, interpersonal, and customer service skills including solid presentation skills;
- Bi-lingual (French/English) is an asset;
- Experience coordinating training programs for adult learners is an asset;
- Commitment to supporting social and economic justice organizations;

Deep understanding of historic systemic barriers to opportunities faced by Black and racialized Canadians.

**Salary:** \$70,000.00 plus participation in BOF extended benefits program.

Employee Benefits include:

- Extended health benefits - medical, dental, vision, life insurance, mental health support, physio, massage, other specialist services;
- Company Supplied Equipment (for remote work) - laptop, phone;
- Non-traditional time off benefits - office closed between Christmas & New Year's, closed Fridays in the summer months;
- Hybrid work arrangements;
- Opportunity to work for an organization whose mandate involves significant social impact.

**Please submit a resume and cover letter by October 30<sup>th</sup>, 2023**

to: Black Opportunity Fund

Email: [info@blackopportunityfund.org](mailto:info@blackopportunityfund.org)

Please include in the email heading '**Re: Program Coordinator BOF**'

We sincerely appreciate all applications and note that only candidates selected for an interview will be contacted directly by the hiring department.

**Black Opportunity Fund** is committed to fostering a collegial work culture grounded in diversity and inclusiveness. We strive to build a team that reflects the diversity of the community we work in and serve, so we encourage applications from traditionally marginalized groups such as Black, Indigenous, and racially visible persons, persons with a disability, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community.