



**Metro Business Opportunities Corporation** will be delivering a youth entrepreneurial program - Youth Ventures in the St. John's/Mount Pearl area. Accordingly, we are recruiting for the position of:

## **YOUTH VENTURES PROGRAM COORDINATOR**

### **Duties and responsibilities of this position are as follows:**

- Liaison with youth organizations/community stakeholders;
- Engage the support of the business community;
- Actively be involved with the youth community, network and coordinate events for youth
- Promote the Youth Ventures Program aggressively;
- Solicit participants from the area's youth;
- Develop/present workshops to schools and youth organizations on starting youth summer business;
- Provide youth with micro-business support; assistance with applications and marketing
- Offer motivational support and guidance to youth;
- Effectively use Social Media Channels to promote youth business in a professional capacity;
- Prepare reports as required;
- Possess excellent organization and time management skills

The successful applicant will have strong interpersonal skills, be highly motivated and have a good working knowledge of business concepts and software applications. Work effectively with youth, as well as possess the ability to work independently. A business studies background is a desired asset as well as experience working with youth and/or community organizations. Travel is required within the St. John's/Mount Pearl Region, a valid driver's license and access to a personal vehicle are also requirements. (Travel expenses will be reimbursed).

The position is located in Mount Pearl and the duration is 14 to 16 weeks. The start date is **April 23, 2018** pending funding approval. This position also provides a unique learning opportunity and valuable work experience. Training is provided during the first week via provincial wide training for all YVP Coordinators as well as ongoing guidance provided thereafter. Only those candidates selected for an interview will be contacted. Applications must be received by **4:00 pm on March 23<sup>th</sup>, 2018.** Cover letters, resumes, references, and proof of education can be submitted to:

**"Youth Ventures Coordinator"**  
**Metro Business Opportunities Corporation**  
**Att: Lisa Guy**  
**961 Topsail Road, Suite C, Redwood Place**  
**Mount Pearl, NL**  
**A1N 3K1**  
**Email: [lguy@mboc.ca](mailto:lguy@mboc.ca)**  
**Fax: 709-576-3115**