



## **INTERNAL/EXTERNAL POSTING Coordinator – Business Incubator**

Delta Family Resource Centre (Delta Family) is a community-based agency, which has served communities in North-West Toronto for 40 years. Situated in ethno-racially diverse communities, Delta Family envisions a healthy and empowered community where families and children thrive. A multi-ethnic, multi-site organization, Delta Family provides a responsive range of programs, services and activities for families, young children and their caregivers, youth, the Black community and seniors. We are committed to anti-oppression, addressing Anti-Black racism and inclusive ways of engaging participants.

Delta Family is seeking a **Full-time Program Coordinator** to develop and launch a business incubator hub for budding Black youth and young adult entrepreneurs in the GTA, *with a special focus on youth in contact with the justice system. This is part of the AWA Career Development & Entrepreneurship program.*

Delta Family's goal is to empower Black youth and young adults to become 21st century thinkers by awakening their entrepreneurial spirit, inspiring them to become the architects of their futures, and giving them the confidence to transform their communities. The Delta Family program offers clients an opportunity to explore self-employment as an option to economic prosperity and fosters their entrepreneurial spirit.

***The Program Coordinator –Business Incubator will be the key point-person for the program, from recruitment of participants, through day to day delivery and final evaluation.*** The successful candidate will be responsible for the operations, start-ups development, planning and promoting the incubator in addition to facilitating the operations of the incubator and assist in forming partnerships with institutions and individuals to promote the Incubator and the start-ups.

### **Responsibilities:**

- The development and launch of the *Business Incubator*, focusing on creating career pathways for Black youth in the GTA
- Assist in recruiting startups and promoting the incubator
- Creating and nurturing partnerships with existing and new industry specific training providers and entrepreneurial programs and networks
- Creating intake and referral systems that allow the team to monitor client progress
- Performs related duties such as maintaining records, preparing reports, and attending meetings
- Provide leadership and support in the administration, coordination and operation of the incubator
- Work in partnership with staff team and partners to shape the program curriculum and content
- Provide incubator/co-working space and business coach supports for new youth client businesses
- Conduct in-depth one-on-one business consultation and provide information to youth clients
- *Promoting and encouraging the participation of Black youth in contact with the justice system*
- Plan, develop and deliver entrepreneurship workshops/events/webinars
- Develop and enlarge a network of business coaches and mentors
- Direct clients to the appropriate public and private sector innovation and business resources
- Represent the incubator at community outreach initiatives, tradeshow, events and conferences
- Build networking relationships to jointly offer capacity building programs
- Monitor industry trends and best practices in innovation and economic development
- Track internal statistics on activities, job creation, start-ups, investments and Incubator status

- Prepare project reports and program summary/updates.
- Other duties as assigned.

**Qualifications:**

- Degree, College diploma or equivalent experience in Business, Marketing, Business Administration, Entrepreneurship
- At least two years of experience working with entrepreneurs, start-ups, incubator or incubation consultancy
- Lived experience of the issues and barriers facing Black communities
- Some experience in working with Black youth, including those impacted by justice system contact
- Experience and passion for entrepreneurship, business start-ups and small businesses
- Experience in a non-profit setting, community connections working with diverse multi-ethnic/ equity-seeking groups
- Priority will be given to candidates who identify as Black or identify with the African diaspora including those with background in business management and entrepreneurship
- A good understanding of anti-black-racism and anti-oppressive practice and of the issues facing youth involved with the Justice system
- Evidence of strong organizational, interpersonal and communications skills.
- The successful candidate will be required to have/obtain a current vulnerable sector Reference Check (obtained upon offer of position)

***All Delta Family positions are hybrid; staff are required to spend some time in community - for without community, there is no Delta Family.***

**Salary: \$50,701 - \$52,572**

**Deadline: March 21, 2023 (Competition open until position**

**filled) Applications processed as they are received**

**Anticipated start date:** Immediate (Please note that posting remains open until position is filled)

**Internal candidates will be considered before external candidates are processed).**

**Please submit your cover letter and resume to [hr@dfrc.ca](mailto:hr@dfrc.ca)**

**Subject line:** Coordinator – Business Incubator

**E-mail:** [hr@dfrc.ca](mailto:hr@dfrc.ca)

Please note that Delta Family is an equal opportunity employer and will make every effort to accommodate the needs of candidates through the selection process.

Please let us know in advance if you require accommodation.

We thank all applicants for their interest.  
Regretfully, only short-listed candidates will be contacted.