



## JOB DESCRIPTION

**Role: Program Coordinator, NEXT Canada**

**Reports: Programs Manager**

### **About NEXT Canada:**

NEXT Canada is a national, non-profit organization that develops exceptional talent to build world class ventures and propel technology adoption. Founded in 2010 as The Next 36 by a group of pioneering business leaders and academics, NEXT Canada is today a leader in the delivery of cutting-edge programming designed to foster lifelong entrepreneurship in three streams: Next AI, Next 36 and Next Founders. Our programs, delivered through meaningful partnerships between government and the private sector, strengthen the foundations of Canada's current and future health and prosperity.

### **Overview:**

*NEXT Canada is seeking an engaging, high-energy, creative, well organized, motivated and efficient individual to join our growing team.*

*You will have primary responsibility for program support functions across all three NEXT Canada program streams, working closely with other members of the NEXT programs team. Your exciting mission is to ensure NEXT is delivering world class accelerator and incubator programs and going above and beyond to help our amazing entrepreneurs succeed with their ventures.*

### **Specific responsibilities include:**

- Assisting with the application and selection processes for Next 36, Next AI and Next Founders including liaising with applicants, reviewing applications and making recommendations on candidates.
- Supporting the effective execution of various program sessions including classes, workshops, investor meetings, industry office hours, mentor meet ups etc.
- Managing all aspects of venture incorporation including collecting venture data, guiding participants and executing legal agreements



- Supporting the Programs Manager with all aspects related to venture funding and tracking and issuing cheques.
- Supporting and executing major events including; National Selection Weekend, Venture Reveal event, March Showcase and Venture Day
- Compiling survey feedback from constituents and providing analysis and recommendations for program refinement
- Coordinating program curriculum and faculty contracts
- Preparing venture bio packages and updating mentor and advisory directory

#### **Preferred Candidate Specifications:**

- Minimum of 2 years of work experience in a related area
- Completion of a university or college degree in a relevant field
- Excellent interpersonal skills and engaging demeanor, and ability to work with a range of people within and outside the organization
- Project management experience is an asset
- Proficiency in MS Office Applications (i.e. Word, Excel and PowerPoint)
- Entrepreneurial spirit with a passion for entrepreneurship

#### **Personal Qualities:**

- High integrity, exercising sound judgment and discretion
- Highly organized and detail oriented
- Excellent written and verbal communication skills
- A great team player - eager to work in a dynamic environment
- Proactive self-starter who takes initiative

NEXT Canada values diversity in our workplace, as well as our community. We are an equal opportunity employer and do not discriminate on the basis of race, ancestry, place of origin,



colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability or any other characteristic. We offer accommodation throughout the recruitment process.

**Pay and Benefits**

NEXT Canada offers a competitive compensation, RRSP, and benefits package.

*To apply*, please email [careers@nextcanada.com](mailto:careers@nextcanada.com) by December 18, 2020.