



Ottawa Community Immigrant Services Organization
Organisme Communautaire des Services aux Immigrants d'Ottawa

INTERNAL/EXTERNAL OCISO JOB POSTING

Position: Business Development Advisor Ottawa Newcomer Entrepreneurship Hub (ONE Hub)

Term: Full-time – 35 hours per week (October 2021 – Indefinite)

Reports to: Manager, Community Economic Development

About OCISO

OCISO supports immigrants through the journey of making Canada their home by providing creative and responsive programs that are culturally and linguistically appropriate, by building community through mutual respect and partnerships, and by fostering healthy and inclusive spaces for open dialogue and healing.

Position Summary

As a member of the dynamic and growing Community Economic Development team, the incumbent will work cohesively with other community partners to support the social and economic integration of aspiring entrepreneurial newcomers by connecting them with training, business support, networking opportunities, mentorship, work placements, and with other market actors within the Entrepreneurial Newcomers, Refugees and Immigrants Collaboration Hub.

Under the direction of the Manager of Community Economic Development at OCISO, and in close collaboration with the Hub Manager, the Business Development Advisor will provide support to eligible newcomer entrepreneurs to improve related capacities, including business planning, incubation support, identifying work placement opportunities, as well as other business development activities related to hub promotion and project management.

Main Responsibilities

- Support businesses, cooperatives and individuals to conceptualize, develop, implement and evaluate long-term strategic business growth plans
- Provide guidance and training to clients in business plan development and implementation, and in the review, analysis and evaluation of business strategies and plans
- Provide advice in the marketing and sales management of businesses and cooperatives
- Provide support in the development of work plans, policies, standards, operating procedures
- Liaise with community partners and local businesses to identify work placement and business development opportunities and maintain excellent relationships with the prospective clients
- Provide recommendations for approaches to identifying and creating business opportunities, initiatives, and partnerships for the development of viable services or products
- Establish connections with SME's to facilitate work experience placements/job shadow opportunities
- Facilitate job shadow/volunteer opportunities to deepen understanding of business interest area
- Support in creating project promotion materials
- Support in recruiting and engaging mentors and alumni
- Maintain accurate data on all business development related activities
- Assist with marketing and project management activities, as well as project budgets

- Ensure high standards of service delivery within an anti-racism and anti-oppression policy framework
- Demonstrate a commitment to OCISO's culture of respect management approach and anti-racism/anti oppression policy within the work environment and in the community
- Other duties as required

Qualifications

- University degree or college diploma in business administration, marketing, project management or related field
- 3+ years of experience in working with small and medium business owners and entrepreneurs
- Experience with and thorough understanding of strategic business development methodologies, tools and techniques
- Proven and demonstrated ability to develop fresh approaches and innovations
- Ability to engage with private sector and mobilize a diverse range of stakeholders
- Excellent leadership, coaching, facilitation, and problem solving skills
- Proven facilitation and presentation skills
- Strong verbal and written communication skills, with the ability to effectively influence
- Effective interpersonal and cross cultural communication skills
- Fluent in English – other languages are desirable but not essential
- Proven ability to work effectively in a multi-disciplinary and multicultural team environment

Salary: \$ 55,300 – 56,400 per year

Application Deadline: October 11th 2021 – Monday until 5:00 PM.

Application Process: *Please rename your cover letter and resume with your "First name_position title" (e.g., Chandan_HR Administrator) before applying and send to Chandan Rathaur, HR Administrator: hr@ociso.org*

We encourage applications from qualified people of all backgrounds, including women, members of visible minorities, Aboriginal peoples, and persons with disabilities.

OCISO is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, OCISO will endeavor to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the HR Administrator upon scheduling your interview.

Thank you for your interest in joining OCISO. We appreciate all applications. Due to the volume of applicants, we are only able to contact those selected for further consideration.