

### **Are you ready to make an impact?**

Community Futures Oxford (CFO) a small business centre in Ingersoll, Ontario is searching for a dynamic Community Economic Development (CED) Program Coordinator ready to make an impact in Oxford County. The CED Program Coordinator will report to the General Manager and have the primary responsibility for promoting and building awareness of the organization, creating partnerships, implementing strategic initiatives, and preparing and evaluating grant applications.

### **Essential Duties and Responsibilities:**

- Market and build awareness of CFO's programs and services
- Field questions and qualify applicants and assist in the preparation of grant applications
- Participate in the development, implementation and revision of CFO's strategic plan
- Assist the General Manager in the execution of current and new strategic initiatives
- Build a positive awareness of the CFO brand
- Network and build relationships within the communities of Oxford
- Attend relevant community events including trade shows and networking events
- Market and promote all CFO in-house and contract programs with priority given to youth and women entrepreneur programs
- Organize training, workshops, seminars, conferences, meet ups and one on one advisory sessions for participants as needed
- Provide clients with supportive connections and resources to assist with the business planning process
- Assist the General Manager in seeking funding opportunities

### **Requirements and Qualifications:**

- Post-Secondary degree or diploma (University or College) in a related field
- 3 years of experience in social media marketing, email marketing, promotion and/or sales
- Experience in community economic development and entrepreneurship
- Demonstrated ability to be a team player and work cooperatively within a team setting
- Strong interpersonal and communication skills
- Effective organization and time management skills
- Strong written and oral presentation skills
- Experience delivering workshops and presentations
- Strong problem identification and problem resolution skills
- Ability to create and edit project documents, materials, and presentations
- Advanced skill in Microsoft 365
- Flexibility to adjust to shifting priorities and deadlines
- Ability to work flexible hours as needed and availability of own transportation

CFO is committed to diversity in the workplace and encourages applications from all qualified individuals. If you meet the above qualifications and are looking for a full-time opportunity to play an integral part in community economic development in Oxford County, please send your cover letter and resume by September 22<sup>nd</sup> to the attention of Allan Simm at [asimm@cfoxford.ca](mailto:asimm@cfoxford.ca).