

Entrepreneurs with Disabilities Network



Position Title

Project Coordinator

Company Background

EDN is a not-for-profit organization, formed in 1995, that serves current and aspiring entrepreneurs with disabilities throughout Nova Scotia. There are approximately 600 individuals and agencies currently listed on EDN's membership database. EDN provides inspiration, support, and networking to help people with disabilities turn their dreams of owning a business into reality. Our website provides much more information about EDN: www.ednns.ca

Position Overview

- The Project Coordinator will work closely with the Executive Director; this position will provide many different opportunities tailored to the successful candidate's interests.
- The successful candidate will gain event-planning experience through participation in the planning and preparation of various workshops, meetings, and networking events.
- The Project Coordinator will partner with the Executive Director to develop new initiatives to enhance EDN's operations and efficiency, and will implement them within the EDN team. This will include helping to implement technological advancements within EDN.
- The successful candidate will also work to expand the EDN membership by actively seeking new exposure opportunities and looking for new ways to increase membership through various marketing channels.

Duties

- EDN Expansion – as part of the project team:
 - Identify trade show opportunities to promote EDN and its members, and provide assistance at these events
 - To work with EDN's Marketing Committee to design and implement a marketing plan to reach new and established entrepreneurs with disabilities in order to expand EDN membership
 - Design and coordinate plans to allow technology to better serve our members, as well as EDN employees.

➤ General Responsibilities:

- Review and understand the EDN long term and 2011/2012 short term business plan
- Operate within established Personnel Policy guidelines
- Lead the preparation of the 2012 Summer EDN newsletter, in coordination with other EDN staff members
- Attend regular staff meetings and Board of Directors meetings recording minutes as required, may also have the opportunity to participate in Board committees
- Gain an understanding of internal operations and keep abreast of new developments
- Work cooperatively with the staff and partners of Canada Business – Nova Scotia
- Cover the front desk (reception) for 75 minutes per week
- Prepare bi-weekly payroll and maintain current cash flow statements
- Assist EDN in the preparation of the Annual Audit
- Ensure that the EDN website is updated regularly
- Enhance the member database
- Assist EDN members in developing and reviewing business plans
- Work with EDN to develop entrepreneurial assessment tools
- Lead the planning and execution of the 2012 Annual General Meeting
- Begin planning for Small Business Week
- Contact members to review their position on the Entrepreneurship Continuum and to see how EDN can better serve their needs
- Other projects and initiatives that will develop through discussion with the Executive Director

Qualifications

- Co-op Student with an entrepreneurial attitude!
- Active communication skills necessary
- Flexibility and adaptability to changing work responsibilities
- Proven ability to work independently and as part of a team
- Working knowledge of computer applications (Microsoft Word, Excel, Outlook) and interest and ability to learn software, such as Adobe InDesign and Illustrator
- Strong organizational skills, initiative, and sense of humour are essential

Dates: May 7, 2012 – August 17, 2012

Location: 1575 Brunswick Street – Halifax NS B3J 2G1

Application Deadline: February 24th, 2012

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