

ABOUT YES

Founded in 1995, YES (Youth Employment Services Foundation), a non-profit community-based organization dedicated to enriching the community by providing English-language support services to help Quebecers find employment and start and grow businesses, is looking to hire a

Business Coach

Reporting to the Director of the Entrepreneurship department, the ideal candidate will conduct regular follow up with existing clients, organise surveys, compile reports, facilitate and deliver information sessions/workshops and provide daily assistance to clients with their specific business needs.

RESPONSIBILITIES WILL INCLUDE:

- Conduct coaching and/or workshop delivery in some Quebec regions
- Conduct individual meetings with prospective entrepreneurs, including artists, to brainstorm and evaluate business ideas as well as provide support with market research, marketing, financing, business plan writing, and preparation of financial statements
- Deliver and moderate information sessions and/or workshops as needed;
- Align clients' needs with mentorship program;
- Moderate evening workshops;
- Recruit, train, support and organize volunteers – speakers, committee members and professionals;

REQUIREMENTS

- Business/Marketing Degree, MBA, and/or related business experience
- Knowledgeable in the area of small business development
- Solid understanding of online or interactive strategies or tools for entrepreneurs including SEO, e-commerce and social media
- Business management, and financial & accounting skills
- Confident and comfortable engaging clients to deliver an elevated experience
- Excellent multitasking, prioritization and time management skills
- Strong collaboration, listening and facilitation skills
- Experience working with volunteers and non-profit experience is an asset
- Able to travel regularly to Quebec regions to provide coaching in English
- Bilingualism is an asset
- Flexible availability- including some evenings for events or workshops
- Must have a Driver's License

Benefits: YES is proud of its diverse, committed, focused and respectful staff and volunteers. YES has a dynamic and fast paced work environment and offers its employees:

- 10 sick days/personal days per year
- A Group Insurance plan (Life Insurance/ Health & Dental/ Disability Insurance)
- An Employee Assistance Plan
- VRSP (Voluntary Retirement Savings Plan)
- Closed between Christmas and New Year
- 11 Statutory holidays
- Professional development opportunities

HOW TO APPLY:

Send your **cover letter** and **résumé**
To the Director of Administration and Personnel at
fa@yesmontreal.ca

Only those candidates chosen for an interview will be contacted. YES is committed to equal opportunity employment.

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