

The [Dream Legacy Foundation](#) is a black-led organization that is at the forefront of driving economic inclusion in Canada, including by helping to promote inclusivity in Canada's entrepreneurship ecosystems. As part of the federal government of Canada's new [Black Entrepreneurship Program](#), DLF is leading the Black Entrepreneurship Knowledge Hub (BEKH) alongside Carleton University's Sprott School of Business. BEKH is the national central hub for research, data and insights on Black entrepreneurship ecosystems in Canada.

DLF seeks a Community Engagement Specialist to lead DLF's Black entrepreneurship stakeholder engagement outreach and activities as part of BEKH. This is a unique opportunity to be part of the team that is building the first national research hub on Black entrepreneurship ecosystems in Canada. Qualified candidates are encouraged to submit a resume with a cover letter outlining how their experience relates to the Job Requirements by **April 18, 2022**. The target start date is as early as April 25, 2022, and applications will be accepted and reviewed as they arrive until the position is filled.

**Send your resume(s) and cover letter to [connections@dreamlegacy.org](mailto:connections@dreamlegacy.org).**

### **Job Summary**

BEKH envisions a Canada where access to economic opportunities and ownership of wealth is representative of the nation's demographics; a Canada in which Black communities have agency to lead coordinated research efforts and generate knowledge to inform equity and inclusion in entrepreneurship ecosystems.

Our mission is to facilitate and orchestrate structured community-led research collaborations anchored in regional hubs comprised of community and academic researchers, community organizations, post-secondary universities, and colleges. Our goal is that this coordinated network of regional hubs will generate actions and outputs that will:

- ensure capacity strengthening for black communities to lead research
- inform communities' advocacy and policy-making needs
- inform, support, and sustain the development of a strong, self-sufficient Black entrepreneurship ecosystems to facilitate the socioeconomic health and well-being for communities

### **Key Responsibilities**

1. Lead the development and implementation of national strategies for community engagement and knowledge mobilization in consultation with Black communities' and working alongside the Research Consultant.
2. Develop DLF's processes & mechanisms to establish trust & trustworthiness with communities, build community capacity for research and social license.
3. Lead on all DLF community engagement activities for BEKH:
  - Organize and co-facilitate community research visioning & co-generation sessions
  - Develop community partner guides for research partnerships with Central & Regional Hubs
  - Facilitate and deliver community capacity and professional development workshops to community organizations

- Lead in planning the content and format of the 2 Community Conferences alongside the Research Consultant and in consultation with communities; one conference in FY22-23 and another in FY24-25
  - 4. Inform the design and implementation of multi-channel lines of communication between BEKH and Black communities' in the design, advancement and implementation of all BEKH areas ie. governance, research agendas, capacity building sessions, knowledge dissemination, academic student recruitment, professional development workshops etc.
  - 5. Provide quarterly Community Engagement and feedback reports
  - 6. Contribute to project planning for post-BEKH community-based research activities
- Please note, BEKH is a new initiative and work evolves as we learn and gather insights from stakeholders. The role thus requires commitment, adaptability, initiative and continuous community engagement.*

### **Job Requirements**

#### *Core Knowledge*

- Knowledge of the lived experiences of Black entrepreneurs, community members and organizations in Canada
- Community engagement strategies, including mechanisms for building community trust in Black communities in Canada
- Practical knowledge of stakeholder consultation mechanisms in decision-making and implementation
- Entrepreneurship
- Alignment with BEKH's vision and mission

#### *Education*

- A Bachelor's degree plus work experience
- Bilingualism: fluency in written and spoken English and French required

#### *Experience*

- 8+ years of work experience in Canada, including at least 5 years leading community and stakeholder engagement focused on Black communities and related to entrepreneurship
- Experience working with Black entrepreneurs across the venture cycle and community organizations or other entrepreneurship ecosystem stakeholders that support them in Canada. National-level experience preferred.
- Experience developing, writing and implementing community engagement strategies
- Experience in developing and implementing strategic mechanisms for gathering input, leveraging it for strategic decision-making in group settings and providing feedback, all in an iterative way
- Experience in facilitating dialogue and discussions with a variety of sizes of stakeholder groups plus diverse stakeholders ie. in socioeconomic background, age, gender, sectors, domains of entrepreneurship ecosystem (policy, culture, finance, human capital, supports, markets) etc.



**Community Engagement Specialist (Part-time)**  
**Dream Legacy Foundation**  
**Black Entrepreneurship Knowledge Hub**

**Work conditions**

- This is a part-time role with some weeks being busier than others based on deliverables
- You will work collaboratively with the DLF BEKH team, the joint DLF-Carleton BEKH team and Regional (Community) Hubs
- You will be required to travel across Canada (at least 10 times/year) to co-facilitate capacity-strengthening activities, as COVID-19 requirements allow
- When not traveling, you will work remotely
- You will be supervised by the DLF BEKH Program Manager