

Do you take pride in delivering results and exceeding expectations? Are you highly organized, self-motivated, passionate about supporting underserved entrepreneurs and an eager lifelong learner? Do you want to be at the forefront of the development of the [Black Entrepreneurship Knowledge Hub](#), Canada's national central hub for research, data and insights on Black entrepreneurship ecosystems?

If your answer is yes, then apply to be considered for a part time Special Projects Coordinator role at the [Dream Legacy Foundation](#), a black-led organization that is at the forefront of helping to drive inclusivity in Canada's early-stage entrepreneurship ecosystems. DLF is leading the Black Entrepreneurship Knowledge Hub alongside Carleton University's Sprott School of Business as part of the federal government of Canada's new [Black Entrepreneurship Program](#). You will work with the Program Manager at DLF.

This is a 6 – 12 month part-time contract that can evolve and be renewed annually for the life of the program, depending on performance. The role is predominantly remote, but in-person attendance for events in the Greater Toronto Area would be required (~5 events in one year). Expect to work ~20 hours/week, but some weeks may require more or less time commitment than others.

Submit a brief cover letter and 1-page resume to connections@dreamlegacy.org by Sunday, April 10th. Applications will be considered on a rolling basis and a start date by mid-April or earlier is preferable.

Responsibilities

- Conduct analysis and desk research as directed by the Program Manager eg. diversity analysis of current community partners, researching on and adding to the list of community partners
- Support Program Manager in quarterly reporting eg. managing invoices, gathering support documents, filling templates for review
- Support in developing presentations and other communication materials as needed
- Manage social media for DLF BEKH activities. Guidance will be provided.
- Support in travel logistics and budget management for all DLF BEKH-related travel
- Event support, including developing event fliers and managing registration
- Other tasks as directed by the Program Manager

Desired Profile

- Highly structured and organized individual with great attention to detail
- Exceptional planning skills
- Strong written and verbal English communication skills. French language skills are a plus.
- Digital marketing skills
- Event, travel and/or project coordination experiences a plus
- Proactive team player with initiative plus an ability to be flexible and take direction
- Adaptable and a keen and quick learner
- Excellence in execution ie. you get things done well and on time

Qualifications

- A final year undergraduate student, recent graduate or a current graduate student with a flexible schedule and seeking part-time work OR an experienced project coordinator open to part-time work
- Experience in entrepreneurial ecosystems desired. Internships and academic projects count.