



DOUGLAS COLLEGE

If loving what you do and being good at it is your definition of a great career
...welcome to Douglas

CAREER OPPORTUNITY

Coordinator – Self-Employment and Entrepreneurial Services

1 Position - Coquitlam

Competition Number 2012-009T

Douglas College is a degree-granting college emphasizing personal and career growth through academic exploration. Our vision is to be the largest and most progressive baccalaureate degree-granting college in British Columbia. We believe the definition of a good career is loving what you do and being good at it. Here, we'll help you uncover new passions, new strengths and new dreams. We'll push you to be better and give you the support to learn, grow and become what you've always wanted to be.

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The Role

The Coordinator – Self-Employment and Entrepreneurial Services contributes to the success of Douglas College and its community of life-long learners and will be responsible for coordinating self-employment services for the new Employment Program of BC as well as leading the development of new small business training initiatives. Receiving direction from the Associate Director, a client-centered service focus is essential for this role.

To be successful in this role you will need:

- A strong attention to detail with the ability to establish priorities, work to deadlines, and maintain well documented records.
- To be skilled at developing collaborative working relationships with clients, community and stakeholders.
- To be committed to providing quality service, be a good team player and have the ability to multi-task.
- A proven ability to analyze and interpret data to ensure that contractual obligations are met.
- Strong computer skills such as Microsoft Office at an intermediate level, LiveMeeting and proven ability to perform Database entry and research information via the Internet.
- An ability to communicate effectively in English both verbally and written.
- Experience with e-learning, webinars and other online learning tools.
- Effective interpersonal skills and the ability to work with specialized populations.
- To be skilled at being able to assist clients' determine their suitability for self-employment, assess business concept viability and demonstrate how to apply business strategies learned in Self-employment training to actual business situations.



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- A demonstrated ability to:
 - exhibit respect for clients, client diversity, community partners and stakeholders.
 - have personal integrity, initiative, and commitment to professional development.
 - work effectively as part of an interdisciplinary team in the design, development and delivery of services to ensure program outcomes are met.
 - develop, review, evaluate and improve self-employment and small business related workshops and seminars.
 - engage learners to make the learning personally relevant.
 - critically analyze business concepts and ideas across a variety of industries.
 - provide constructive feedback in an effective and positive way to adult learners.
 - be adaptable in your approach by adjusting to changes in service delivery models, labour market or participant trends.
 - use the integrated case management system and other computer based tracking tools to accurately capture client data which is used to generate invoices for services rendered.
- A willingness to work a flexible work schedule.
- Access to a vehicle and hold a valid BC Driver's license or have reliable alternative transportation.
- Multilingual capacity, an asset.

Required Qualifications:

- Bachelor's degree in Business Administration or equivalent combination of education, training and business consulting experience.
- Minimum three (3) years of experience coordinating a Self-Employment program.
- Minimum three (3) years of facilitation experience with a focus on business planning for small/micro business.
- Knowledge of:
 - small business development including: local regulations, financial projections, market research, sales and marketing, and operations.
 - local services, Service Canada benefits and measures, local and provincial labour market trends.
 - the New Employment Program of BC and its mandate.

Desired Qualifications:

Provincial Instructors Diploma.

Any offer of employment will be conditional upon the satisfactory completion of a criminal records check. A criminal record will not automatically result in your application for employment being denied.



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Work Arrangements

This temporary full-time contract position (40 hours per week) is available for the anticipated period of April 1, 2012 to March 31, 2013. The primary place of work will be the David Lam Coquitlam campus. A commitment to being able to travel to, and work at multiple locations, including off campus sites throughout the lower mainland is required.

What Douglas Offers

Douglas is one of the best places in Canada to help you do the work you love – and be good at it. Our open supportive atmosphere, excellent salary/benefits package, access to fitness and daycare facilities, and opportunities for professional development are just a few of the reasons you want to work here.

A review of applications will begin after February 20, 2012.

We wish to thank all applicants for their interest. Only those applicants selected for further consideration will be contacted.