



County Administration Building
Belleville, Ontario

Enterprise Facilitation Coordinator
12-month contract

With federal funding, Hastings County is seeking a highly motivated individual to complement its economic development office and take on the role of part time (approximately 28 hours per week) **ENTERPRISE FACILITATOR** to assist new and expanding businesses in the county.

Description of Duties and Functions:

The Facilitator will:

- Work with entrepreneurs and small businesses by providing free, confidential, one-on-one management assistance to entrepreneurs wishing to start or expand businesses
- Work cooperatively with a large community advisory board
- Participate in ongoing training

Qualifications

It is expected that the Enterprise Facilitation Coordinator will:

- Demonstrate significant private sector/small business experience
- Have a degree/diploma in business administration or equivalent
- Have a passion for helping and listening to others
- Have excellent people, communication and networking skills
- Have excellent writing and reporting skills
- Possess empathy
- Have problem-solving skills
- Have financial skills
- Be self-motivated, patient, flexible and creative
- Have a positive and caring attitude toward the success of others
- Ability to work independently
- Valid "G" driver's license and use of vehicle is a must

Position located

- Extensive travel is required across the County to meet with entrepreneurs, while limited time will be spent working from select office locations

The wage range for this position is \$23.90 to \$27.28 per hour, plus percentage in lieu of benefits.

Closing Date for Submissions of Interest: November 23, 2009

Please direct Resumes to:

Shaune Lightfoot, Director of Human Resources

County of Hastings

P.O. Box 4400, Belleville, ON, K8N 3A9

613-966-1311

Or email to cummingsf@hastingscounty.com

Note: Only those selected for an interview will be contacted