



**Entrepreneurs with
Disabilities Network**
Your dreams are our business

ENTREPRENEURS WITH DISABILITIES NETWORK (EDN)

Position: Project Coordinator

Company Background:

EDN is a not-for-profit organization, formed in 1995, that serves entrepreneurs and aspiring entrepreneurs with disabilities throughout Nova Scotia. There are approximately 500 individuals and agencies currently listed on EDN's membership database. EDN provides inspiration, support, and networking to help people with disabilities turn their dreams of owning a business into reality. Our website provides much more information about EDN: www.ednns.ca.

Position Overview

- The Project Coordinator will work closely with the Executive Director; this position will provide many different opportunities tailored to the successful candidate's interests.
- Guided by the EDN Business Plan, the Project Coordinator will be involved with marketing and communications initiatives to advance the organization's profile.
- The successful candidate will gain event-planning experience through participation in the planning and preparation of various workshops, meetings, and networking events.
- The Project Coordinator will partner with the Executive Director to develop new initiatives to enhance EDN's operations and efficiency, and will implement them within the EDN team. This will include helping to implement technological advancements within EDN.
- The successful candidate will also work to expand the EDN membership by actively seeking new exposure opportunities and looking for new ways to increase membership.

Duties:

- EDN Expansion – as part of the project team:
 - To implement a plan to involve the professional business community in a new mentorship program
 - Participate in the initial and subsequent meetings of interested persons/organizations
 - Identify trade show opportunities to promote EDN and its members, and provide assistance at these events

- Design and implement a marketing plan to reach younger demographics in order to expand EDN membership
- Design and coordinate plans to allow technology to better serve our members, as well as EDN employees.

➤ General Responsibilities:

- Review and understand the EDN long-range and 2008/2009 short-term business plan
- Operate within established Personnel Policy guidelines
- Lead the preparation of the quarterly EDN newsletter, in coordination with other EDN staff members
- Attend regular staff meetings and Board of Directors meetings monitoring minutes as required, may also have the opportunity to participate in Board committees,
- Gain an understanding of internal operations and keep abreast of new developments
- Work cooperatively with the staff and partners of the Canada/Nova Scotia Business Service Centre
- Reception responsibilities required (1 hour per week)
- Prepare bi-weekly payroll and maintain current cash flow statements
- Ensure that the EDN website is updated regularly
- Work with EDN members; assist in the development of business plans
- Assist with the recruitment process; review resumes, interview candidates, etc.
- Other projects and initiatives that will develop through discussion with the Executive Director

Qualifications:

Co-op Student with an entrepreneurial attitude!

Active communication skills are necessary.

Flexibility and adaptability to changing work responsibilities considered an asset

Proven ability to work independently and as part of a team.

Working knowledge of computer applications – Microsoft Word, Excel, PowerPoint, Access Database, and Internet Explorer.

Strong organizational skills, initiative, and sense of humour are essential.

Location: Downtown Halifax, NS

Contact: Brian Aird
Executive Director
Entrepreneurs with Disabilities Network
1575 Brunswick Street, Halifax, NS
brianaird@ednns.ca