

Program Manager, Strategic Initiatives



COMMUNITECH®

Phone :

Web :

Job Summary

Vacancy :

Deadline : Sep 21, 2024

Published : Aug 21, 2024

Employment Status : Contract

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Full Time Contract position with benefits until March 31, 2026

Communitech helps founders start, grow and succeed

At Communitech, we're all about the "F" word. Founders.

We were built by tech founders who saw the need for a community of support to help ensure the future prosperity of Canada. No other innovation hub can say that, which is pretty cool.

Established in 1997, our mission has been our guide ever since. We're here to support the founder at every stage of their journey, providing accelerated opportunities to access talent, capital and sales.

As Canada's tech supercharger, we help founders:

- Hire and retain the smartest, brightest and most experienced people
- Access growth financing at every stage
- Sell to the biggest customers at home and around the world
- Connect the right people at the right time – peers who have been there before, coaches who can guide them through the difficult spots and partners from all over Canada

We're looking to grow our team with passionate people – people who believe in our mission and who are willing to do what it takes to help our founders succeed. If you like to work collaboratively, get s#it done and be a champion for Canadian tech, we want to hear from you. Wonder what it's like to work at Communitech? Learn more at <https://www.communitech.ca/corporate-stuff/careers/>

Communitech is a hybrid organization headquartered in downtown Kitchener, Ontario. In-person connection is important to us, so we get together regularly for special events, collaboration days and team socials, and we ask our team members to work onsite from our Kitchener facility 2-3 days per week. We are a flexible, people first environment and want to allow our people to make decisions and choices about where they work to support work life balance within clear guidelines.

Reporting to the Director, Strategic Initiatives, the Program Manager will oversee the successful development, implementation and execution of products, services and activities related to the IP Education and Awareness program pillar of ElevateIP, a federally funded initiative to ensure more equitable access to:

- IP protection awareness, promotion and information
- IP strategy mentorship and coaching
- Funding the development and implementation of IP strategies

Communitech, through Canada's Tech Network, will roll out a coordinated ElevateIP program in Ontario, Manitoba and Saskatchewan to:

- Facilitate IP support by BAIs (Business Accelerators and Incubators) to startups
- Help increase the IP capacity of the BAI ecosystem through IP education for BAIs and their startups
- Enable BAIs to provide targeted support to help startups secure and maintain IP rights.

Responsibilities

- Deliver services, activities and materials to help Business Accelerators and Incubators (BAIs) provide startups with awareness of the program and access to professional IP services
- Engage and build relationships with all BAIs, partners and collaborators in support of the delivery of the program
- Source a suite of materials, best-practices and/or training curriculum to support/train BAIs on critical issues in delivering IP services to startups
- Source and provide basic information about intellectual property (IP), why it's important for startups and what program elements are available to ensure they make informed education/program choices
- Provide overviews on local, regional and national resources, expertise, and initiatives available to startups through the ElevateIP program
- Deliver educational workshops, roundtables, events and information sessions in person or remotely (may include videos, courses, workshops, self-assessment tools or other materials/formats as required)
- Marketing/outreach activities to increase ElevateIP program awareness and up-take (e.g., promotion of ElevateIP on social media, promotion of events, program information sessions, etc.)
- Develop processes and information to enable startups to find or access specialized training
- Engage external vendors to develop and provide advanced IP education/training for underrepresented groups, specific verticals or sectors, and specialized topics (where appropriate and based on startup needs/regional gaps)

General duties:

- Collaborate with partner organizations (Communitech partners and Elevate IP national partners), and collaborator organizations (BAIs, vendors, etc.) to successfully deliver programming
- Help recruit startups and other collaborators into the program
- Develop and control program deadlines, budgets and activities
- Prepare reports for senior leadership on project status and health
- Work with Reporting Specialist as required to ensure all program metrics are accurately collected
- Represent the Strategic Initiatives team at events where required
- Build relationships and work collaboratively with other teams within Communitech in support of the program delivery
- Perform other duties as assigned

Requirements:

- 5+ years of experience in working in multi-stakeholder environments
- Demonstrated experience managing and delivering programs involving cross-functional teams
- Knowledge of intellectual property and its importance to the Canadian ecosystem is an asset.
- Experienced in events planning, logistics and delivery
- Ability to understand the essence, importance and impact of a wide variety of technologies
- Interested in technology startups and entrepreneurship
- Community builder, who really cares about building and maintaining lasting relationships with companies, third parties and a broad range of departments within Communitech
- Results driven, execution oriented, comfortable with minimal direction and high expectations
- Project management experience, including experience with Salesforce, Asana, and G Suite (Google Docs, Google Sheets, etc.)
- An organized, proactive leader who can coordinate the activities of partners across multiple internal departments and external organizations;
- Innovative and experimental with a growth mindset - always trying new ways to better engage the community
- Willing to represent Communitech at events outside of normal working hours on occasion
- Ability to travel as need arises

To Apply

Please apply online along with your resume and cover letter.

We thank all applicants in advance; however only individuals selected for an interview will be contacted. All applications will be kept confidential.

Communitech is a diverse and inclusive environment and encourages applications from all qualified candidates, including aboriginal persons, francophones, members of sexual minority groups, persons with disabilities, visible minorities, and women. We will provide any requested accommodation to candidates with disabilities throughout the recruitment process.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
