

Program Specialist

Phone :

Web :



COMMUNITECH®

Job Summary

Vacancy :

Deadline : Aug 18, 2024

Published : Jul 18, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

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#t 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 days/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.

Responsibilities include:

Program and Project Management & Communications

- Supporting the Manager, Ecosystem Collaboration to provide high quality programs within the Ecosystem Collaboration portfolio
- Supporting the Program Manager in facilitating collaboration between cross-organizational groups such as Data, Marketing and Communications
- Producing written content for a variety of audiences, including program updates, event invitations, instructional documentation and stakeholder summaries
- Support the entry and maintenance of program and partner data into Salesforce and other tools as required
- Assisting in the creation and maintenance of project management tracking in Asana or other tools

Event Management

- Managing and running virtual, hybrid and in-person events, including event production, management, and pre and post-event communications
- Work with external vendors to support our internal event resources on aspects such as catering, production, photography and videography
- Use digital tools, such as Miro, and Mentimeter, to capture stakeholder interactions and feedback
- Conduct, manage and report on participant surveys and event outcomes
- Other duties as assigned. All duties are subject to change.

Essential Skills and Qualifications

- 3+ years experience in project coordination, events, or related field
- Collaborative team player
- Excellent written and verbal communication skills
- Experience working with a diverse set of stakeholders to influence project outcomes
- Self-directed, and able to seek out solutions to overcome potential roadblocks
- You're task-focused with the ability to listen, understand and prioritize tasks and actions independently
- You've got an eye for detail and a high degree of accuracy
- You are proactive and seek to solve problems before they arise
- You're proficient with digital tools such as G Suite, Microsoft Office, Zoom, Asana, Salesforce

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
