

**PROGRAM COORDINATOR – *Agricultural Accelerator Program*** (22.5 hours/week)

ETHOS Career Management Group Ltd. is preparing to deliver the Agricultural Accelerator Program (AAP). This entrepreneurial program will accelerate the success of new or early-growth phase agrifood processing companies based in British Columbia who are seeking to commercialize innovative food, functional food and natural health products, thereby creating new jobs and revenue, and contributing to the growth of the B.C. food processing sector. The emphasis of the Program is on rapid venture growth and a successful product launch.

We are looking for a **Program Coordinator** with significant experience in the agrifood processing industry to provide ongoing leadership of a team of professional staff to ensure the successful delivery of programming and all project activities. Main responsibilities include service delivery management, quality assurance, and human resources management, including: designing and leading program delivery; leading recruiting and selection of eligible participants; providing program and staffing schedules; adhering to reporting requirements, including intake and project feedback documents; supplying entrepreneurial skills training; business coaching; and providing strategy and advice on self-employment issues and trends.

**Essential Qualifications:**

- Relevant degree in Human Services, Business or Management, or equivalent qualifications
- Recent viable agrifood business development and management experience
- 5+ years' business experience
- Current knowledge of local and national economic and business directions, regulatory framework governing the agrifood industry, and community/government resources that enable clients to develop realistic and timely business plans
- Experience in developing, implementing and evaluating the success of strategic plans, work plans, and budgets

**Location:** Head Office in Nanaimo

**Wage:** \$31/hour (plus benefits after probationary period)

**To Apply:** Please email cover letter and resume to: [hr@ethoscmg.com](mailto:hr@ethoscmg.com)

**Closing Date:** Open until filled