

Position:	Island Sandbox Coordinator	Hours:	Averaging 35 hrs/week
Classification:	Externally Funded	Date:	Sep 2015
Dept:	Provost Office		
Reporting To:	Vice President, Academic & Provost	Group:	Non Union

PURPOSE:

The Island Sandbox is one of six Sandboxes in Nova Scotia. As a partnership between Cape Breton University (CBU) and the Nova Scotia Community College (NSCC) Marconi Campus, the Island Sandbox provides space for various audiences to experiment with new ideas and access business mentors, investors and other support. The Island Sandbox also provides programs and workshops to assist in the professional development of the community.

The Island Sandbox will offer streams of focus in Clean Technology Entrepreneurship, Social Entrepreneurship and New Canadian Entrepreneurship. It will be located jointly at CBU and NSCC and will also have outreach capability to ensure delivery across Cape Breton Island, particularly NSCC (Strait Campus).

The Coordinator will oversee the daily operations of the Island Sandbox and will:

- take responsibility for planning and managing delivery of the Island Sandbox by building strong relationships with forward-looking Cape Breton and Nova Scotia businesses and new entrepreneurs creating a program to respond effectively to audiences needs by making best use of CBU, NSCC and other knowledge resources and expertise;
- adopt a systematic approach to manage the project and to meet the contractual and financial requirements of funding organizations, CBU, NSCC and other partners, including developing support systems;
- identify ongoing opportunities for funded business support to achieve future sustainability of the project;
- actively work to position the Sandbox in the emerging entrepreneurial ecosystem in Cape Breton and build on synergies with initiatives including StartupCapeBreton, UIT, CBIFF and New Dawn Centre for Social Innovation;
- report to a Board of Directors, prepare reports to advise the Board and the management team; and
- liaise with students and faculty at both CBU and NSCC.

The Coordinator is expected to maintain a presence at CBU and the NSCC (Marconi and Strait Campuses).

SPECIFIC RESPONSIBILITIES:

- Develop a strong and highly credible external business presence for Island Sandbox and work to build a network of businesses and professional associates.
- Work effectively with academics, business development organizations, research and other engagement staff at CBU and NSCC in response to the project and facilitate Sandbox activities ensuring it meets business requirements with maximum effectiveness and impact.
- Liaise effectively with partner organizations, including other Sandboxes.
- Ensure CBU, NSCC and external funding organization requirements are anticipated and met; prepare project plans for promotion, marketing, delivery, finance and evaluation, providing reports monthly and as required.
- Devise and maintain an information base for the project so that it can report on key targets to funding bodies and CBU and NSCC as required.
- Support the research and dissemination carried out as an integral aspect of the project within and beyond CBU and NSCC.
- Identify and progress related business and funding opportunities which enable the project deliverables to be sustained and developed beyond the period of funding.
- Write quarterly reports noting the number of contact hours, number of attendees, briefs on client engagement, outcomes from activities and other metrics for duration of the project.
- Manage student employees of the Island Sandbox.
- Represent Island Sandbox with media and promote Island Sandbox using social media.
- Other related duties as assigned.

QUALIFICATIONS:

- Post-secondary education, preferably at the graduate level.
- Experience in developing and promoting entrepreneurship.
- Excellent interpersonal communication and public speaking skills.
- Group facilitation and consultation skills.
- Report writing and numeracy skills.
- Experience working with the public sector.
- Skills in project planning and management.
- Experience working in a university environment would be considered an asset.
- Experience facilitating the work of academics and/or professionals.
- Experience working with social media.
- Knowledge of business dynamics in conditions of rapid change.
- Knowledge of education related funding opportunities.
- Ability to work independently.
- Creativity and problem-solving skills.
- Sensitivity to student, client and community needs.
- Ability to attract and mentor new and existing clients.
- Skills in developing and maintaining strong internal and external networks.
- An outlook that is positive about personal development and lifelong learning.
- A personality that is resilient, flexible and adaptable.
- Exceptional organizational skills and attention to detail.
- A valid driver's license.