

JOB DESCRIPTION

Position	National General Manager	Date	Jan 2018
Dept.	Purdy Crawford Chair in Aboriginal Business Studies		
Reporting To	Executive Director, Purdy Crawford Chair	Group	Non Union

PURPOSE:

The **Purdy Crawford Chair in Aboriginal Business** focuses its work in four areas: research on what drives success in Aboriginal businesses, national student recruitment in the area of post-secondary Aboriginal business education, enhancement of post-secondary Aboriginal business curriculum, and mentorship at high school and post-secondary levels. Details on the work of the Chair is available at www.cbu.ca/crawford.

In.Business: A National Mentorship Program for Indigenous Youth is a national high school business mentorship program for Indigenous youth in grades 10, 11, and 12. The network students are put into teams with aboriginal mentors who have a background in business. Throughout the school year, students complete bi-weekly business challenges using handheld devices. The business challenges help students explore various categories of business which will allow them to make more informed decisions about their education plans.

SPECIFIC RESPONSIBILITIES:

The National General Manager and the In.Business National Mentorship Program for Indigenous Youth, under the guidance and supervision of the Executive Director, will be responsible for:

- the delivery, improvement, and expansion of the In.Business program;
- execution of strategic objectives and initiatives in relation to a national program;
- developing community based and institutional based partnerships;
- building productive partner, community, and stakeholder relationships;
- supervision and direction of Mentorship Managers in multiple regions;
- conference and roundtable planning and support in conjunction with other team members;
- developing expenditures and revenue budgets for programs and activities;
- project tracking and logistics;
- reporting and administrative support;
- identifying funding opportunities and developing funding proposals;
- working closely with CBU departments and In.Business project teams; and
- other related duties as assigned.

QUALIFICATIONS:

- A Master's Degree is preferred; however, exceptional candidates with a Bachelor's Degree with extensive, demonstrated experience may be considered. Discipline areas of Business, Regional and Community Economic Development and/or Education are preferred.
- Knowledge of L'nu and other Indigenous communities and experience working with and in communities is essential.
- Demonstrated capacity for proposal writing, administrative support and reporting is essential.
- Demonstrated capacity for organization with attention to detail in a multi-task environment is required.
- Demonstrated effective management of a distributed team.
- A self-starter with a strong work ethic and able to work well with other disciplines is essential.
- Effective relationship management, strong verbal and written communication, and presentation skills is required.
- A demonstrated ability to deliver on major collaborative partnerships with external partners in a timely and professional manner, including execution of multiple short- and long-term projects simultaneously is required.
- Willingness and ability to travel.
- Proficiency with word processing, Excel spreadsheets and PowerPoint presentation development is required.

Candidates with Indigenous heritage are preferred.