momentum
Learn › Earn › Save › THRIVE

Position: Business Coach – Local Economy Development Department (LED) – Casual, Part Time

Want to do work that makes a difference?

You know you want to work at a place you're proud to tell others about. Join our team as we work to change lives and build a more inclusive economy in Calgary!

Momentum Staff are non-judgmental and receptive, approachable, and reflect genuine respect for and commitment to diversity, equity, inclusion, Truth and Reconciliation. We're serious about our work but we don't take ourselves too seriously and love to celebrate and have fun along the way.

We're looking for a Business Coach with great people skills, small business experience and a solid understanding of business financials, particularly in the context of start-up. If this is you, we want to hear from you!

This casual position consists of weekly or biweekly coaching of Momentum business program participants with an estimated average workload of 15-20 hours per week. The ideal candidate will also occasionally use instructional and facilitation skills to teach a variety of business topics in the day or evening classes.

The Organization:
Momentum is an award winning and nationally recognized community economic development organization utilizing innovative approaches to poverty reduction. We use financial literacy, skills training, and small business development as tools to empower people as they exit poverty. We also work to address the root causes of poverty and build strong and inclusive local economies.

Momentum became certified as a Great Place to Work in Canada in June 2021. Great Place to Work is a global authority on high-trust, high-performance workplace cultures. We provide competitive compensation and benefits with an unparalleled work environment. An environment that is professional and diverse, so you'll find a range of people and backgrounds working here: from MBAs, artists, facilitators, social workers, and everything in between. We have high standards within a supportive setting that allows us to achieve a lot and have meaningful impact in the community. We're good corporate citizens with sustainability being one of our values and we take care to reduce our environmental footprint.

If this sounds like a place where you would want to work, please review the position below to see if there's a fit with your skills and experience.

What you'll be doing:

- Provide 1:1 business coaching to current and past Momentum business program participants from business plan preparation to implementation and business operation.
- Facilitate some classes in the Self Employment and Part-time Self Employment business training programs.
- Work collaboratively with the LED Team to support participants through the entire continuum of service delivery (from business idea, plan development, capitalization, launch, and business sustainability).

Major Responsibilities:

Business Training and Participant Services

- In collaboration with the LED team, deliver coaching services to complement curriculum delivery. Momentum curriculum covers the knowledge and skills necessary to prepare a business plan and then to operate a successful small business
- Facilitate occasional day and evening classes

- Assist in the completion of participant business plans through coaching and providing feedback
- Ensure participants are adhering to the coaching attendance policy
- Coach participants through business plan development to ensure that plans are suitable for credit consideration, at Momentum or externally
- Work collaboratively with the LED team to provide smooth transition between services such as loans and various support services

Reporting and Evaluation

- Ensure program outcomes, as stated in the program logic models, are closely monitored, and achieved
- Work with the LED Administrator to enter necessary data for reporting and evaluation
- Contribute to program innovation and continuous improvements, based on participant feedback and evaluation information
- Prepare necessary coaching reports
- Develop strategies to measure various levels of success

Departmental, Organizational, and Community Involvement

- Participate in Business Development team meetings
- Connect work of the program as much as possible into CED strategies (e.g.: encourage socially and environmentally responsible business practices)

Qualifications

- Post-secondary education preferably in small business, economics, commerce, or finance
- Adult education experience, understanding of learning and employment barriers
- Coaching qualifications and related business coaching experience
- Strong knowledge of computer systems – Word, Excel, Power Point, Outlook
- Experience with business planning software such as Live Plan is an asset
- Small business operating experience
- Excellent interpersonal and communication skills
- Instructional and facilitation experience is a strong asset
- Ability to work both independently and as part of a team
- Propensity to take initiative in responding to tasks needing completion
- Understanding of non-profit and knowledge of community economic development issues is an asset
- Experience working with vulnerable and diverse populations

To apply:

Please forward resume with covering letter, **via e-mail to: job@momentum.org.**

State competition number in subject line of email.

Attention: Hiring Committee

Competition Number: MOM0701

Closing Date: Until suitable candidate is found

Applicants must state salary expectations in their cover letter.

Momentum is an equal opportunity employer. Diverse and unique candidates are encouraged to apply.

We wish to thank all applicants for their interest, however, only those selected for interviews will be contacted.

To see why Momentum is a great place to work and what we have to offer visit www.momentum.org