



Job Profile - Western Regional Enterprise Network (Western REN) Innovation Coordinator

Part-time position (21 hours/week)

Deadline for application: August 8, 2022, by 4:00pm

The Western Regional Enterprise Network (Western REN) encompasses the Municipalities of the Districts of Barrington, Clare, Argyle, Digby and Yarmouth and the Towns of Digby and Yarmouth. The Western REN's role is to guide and navigate regional development in Western Nova Scotia, supporting business growth in communities. The Western REN operates as a connector among economic development partners, supports business growth and retention and provides regional leadership on economic development priorities.

Job Purpose

Reporting to the CEO of the Western REN, the Innovation Coordinator will enhance collaboration and coordination at a regional level to deliver on the priorities identified in the Western Nova Scotia Innovation Strategy.

The Innovation Coordinator will focus on the development of community-based partnerships and planning to highlight the importance of innovation in Western Nova Scotia, as well as opportunities to both increase and improve the amount of innovation driven entrepreneurship within the Western Region.

Status: Part-time position for 12 months, dependent on funding

Roles and Responsibilities

The Innovation Coordinator will perform a wide range of duties including but not limited to the following:

- Develop and implement a plan to communicate Western NS Innovation Strategy to key stakeholders and community contacts.
- Recruit and convene an advisory group representing municipal government, local post-secondary institutions, entrepreneur, corporate and financial stakeholders.
- Implement the Innovation Strategy with partner organizations; develop actions to ensure that the strategy meets and exceeds targets.
- Facilitate regular meetings of partners and stakeholders to stimulate development of innovative and collaborative solutions.
- With partners, develop projects to enhance the innovation environment of the region.
- Act as a liaison between working groups and planning groups to enhance synergies and collaboration.
- Liaise with local community groups to develop new partnerships and help promote Innovation initiatives.
- Organize and participate in Innovation oriented events.
- Work closely with project partners to ensure coordinated progress on all project components.

- Liaise with Innovation representatives in other regions to share and coordinate project ideas, research, outreach, and promotional opportunities.
- Research streams for further funding and develop grant proposals based on strategic needs.
- Develop financial and narrative reports.

Must Have Qualifications

- Post-secondary level education in a relevant discipline from a recognized institution; degree or diploma in project management, economic development or a related field, or equivalent combination of education and experience.
- Strategic thinker with the ability to understand complex systems.
- Excellent organizational and project management skills.
- High level of autonomy.
- Solid understanding of rural innovation challenges.
- Ability to work with representatives of the public and private sectors including government, corporate, entrepreneurs, education, risk capital and more.
- Proven track record of working with multiple stakeholders to catalyze collaboration.
- Strategy implementation experience.

Knowledge, skills, and abilities

Proficient in the use of:

- Microsoft Office applications (Word, Excel, PowerPoint)
- Business writing
- Office equipment and office related software
- Effective interpersonal, cross-cultural, written, and verbal communication and public speaking skills

Nice-to-have skills and qualifications.

- Bilingualism (English and French) would be considered an asset.

Working Conditions

- The Innovation Coordinator will work in both an office environment and in the field and will work a standard work week. Flexibility in working hours is required as some work will happen outside of the standard work week. Place of work to be determined. Travel throughout the region will be required.

Please send your CV and cover letter to:

Angélique LeBlanc, CEO
Western Regional Enterprise Network
aleblanc@westernren.ca

We wish to thank all applicants for their interest; however, only candidates selected for an interview will be contacted