



**Role:** Special Projects Assistant - Term Contract

**Reports:** Chief of Staff

**About NEXT Canada:**

NEXT Canada is a national, non-profit organization that develops exceptional talent to build world class ventures and propel technology adoption. Founded in 2010 as The Next 36 by a group of pioneering business leaders and academics, NEXT Canada is today a leader in the delivery of cutting-edge programming designed to foster lifelong entrepreneurship in three streams: NextAI, Next 36 and Next Founders. Our programs, delivered through meaningful partnerships between government and the private sector, strengthen the foundations of Canada's current and future health and prosperity.

**The Opportunity**

NEXT Canada is seeking a highly organized, motivated and efficient person to join a team of 12 staff, and a growing network of mentors, advisors, volunteers and donors. The individual will support the Chief of Staff and Development Team, taking responsibility for activities such as:

- Undertaking a review of NEXT's alumni population and engagement efforts (e.g. research and analysis about the alumni and their professional activities, engagement of alumni regarding their satisfaction with NEXT's alumni activities, and developing options on how NEXT can improve).
- Assisting with NEXT's program expansion and enhancement activities (e.g. evaluation of NEXT's current programs and engagement of participants, market research about entrepreneurship MBA training and accelerator programs, and operational activities related to program expansion).
- Supporting the Development Associate with database management, including the tracking of NEXT's partnerships and relationships across the business, academic and entrepreneurship ecosystems.
- Supporting other parts of the NEXT operation *as needed*, including program delivery (i.e. of NEXT 36, Founders and AI) and operations (i.e. finance, office management, etc)
- Personal learning opportunities (e.g. auditing NEXT 36 classes)
- CEO special projects, as needed
- Additional responsibilities as assigned

The role is based in the NEXT Canada offices in downtown Toronto. The ideal candidate is a university or college student or recent graduate who is a Canadian citizen or Permanent Resident. This is a full-time, paid opportunity, running from May to August 2018.

The role offers the opportunity to participate in the activities of a unique education organization, gaining exposure to the marketing, fundraising, events, networking and academic components of NEXT Canada and its programs. You will contribute to the execution of Next 36, Next Founders and NextAI programs while being offered access to world-class education and participation in the NEXT Canada community.

**The Preferred Candidate Will Have:**

- A positive attitude and an entrepreneurial approach in designing and executing the projects
- Some understanding of the technology training and acceleration space
- A flexible and cooperative approach, in working with different members of the NEXT team and engaging alumni and other partners
- Strong research, analysis and written / oral communications skills
- Proficiency in MS Office Applications, particularly Word, Excel and PowerPoint
- Experience using databases and cloud-based CRM tools is an asset
- Ability to manage multiple projects and deadlines
- Highly organized and detail oriented
- Sound judgment and discretion
- Enthusiasm to work in a dynamic and ambitious organization as a key member of a small team

Qualified and interested candidates are encouraged to submit their c.v. and brief (less than 1 page) cover letter by **Monday April 16** to [careers@nextcanada.com](mailto:careers@nextcanada.com).

NEXT Canada thanks all candidates for their applications. Only candidates selected for interview will be contacted.