

Program Assistant (Contract) NEXT Canada

NEXT Canada's mission is to increase national prosperity by providing an ecosystem to support the country's most exceptional entrepreneurs and innovators. We believe in founder development – a unique blend of mentorship, education and networking that inspires driven Canadians to disrupt industries and build globally relevant companies. We believe that harnessing the potential of big thinking Canadians is key to success on a global stage. NEXT Canada delivers three programs: Next 36, Next Founders and NextAI.

THE OPPORTUNITY

NEXT Canada is seeking a highly organized, motivated and efficient individual to join a team of 8 staff, and a growing network of mentors, advisors, volunteers and donors. This role will have responsibility for managing the organization's office and administrative needs while supporting the 3 programs. The **Program Assistant** reports directly to the President and collegially with other members of the team.

This entry-level role is based out of NEXT Canada's offices at Bloor and Avenue, and is a 6-month contract. The ideal candidate is a university or college graduate with experience in office management and is a Canadian citizen or Permanent Resident.

POSITION

Responsibilities:

- Financial management: managing accounts payable and receivable and credit card reconciliation
- Office management: including ordering of supplies, answering the main phone line, liaising with the building management, being the point of contact with communications provider for phones and office internet, monitoring the general email inbox, and managing incoming and outgoing mail and shipments
- Quarterly government grant reporting: claiming all eligible expenses under the CAIP contribution agreement, tracking staff hours, and preparing yearly reports for IRAP on program performance and metrics
- Legal administration: organization of Next Canada's legal requirements, organizing and executing on the incorporation documents for Next 36 and NextAI team ventures, and facilitating signature collection for team ventures funding receipts, etc.
- Basic HR management: managing the staff benefits program, on-boarding and off-boarding of staff, recording and reconciling vacation
- In-class assistance: providing onsite support for program classes when needed
- Event assistance: designing event invitations, drafting guest lists, event preparation including registration, creating nametags and printed material, assisting onsite team at events
- Program administration: assist with day-to-day program administration including tracking registration lists, sourcing event venues, creating bio packages, and general program scheduling

- Application administration: providing support to Program Managers during Next 36, Next Founders, and NextAI application processes
- Booking travel & accommodation for faculty, guest speakers, and program participants when needed
- Some evening and weekend work will be required

Preferred Candidate Specifications:

- A university or college degree and a track record of relevant administrative office experience
- Excellent written and oral communication skills
- Experience with financials including accounts payable and receivable an asset but not required
- Proficiency in MS Office Applications, particularly Word, Excel and PowerPoint

Personal Qualities:

- Highly organized and detail oriented
- Sound judgment and discretion
- A flexible and cooperative team player
- Effective under pressure, skillfully managing competing priorities
- Able to operate effectively without close supervision
- Proactive and self-starter
- Analytical and able to identify opportunities for increased efficiency
- Keen to work in a dynamic and ambitious organization

Qualified and interested candidates are encouraged to submit their cover letter and resume to careers@nextcanada.com. We thank all candidates for their interest in NEXT Canada; however only those selected for an interview will be contacted.

NEXT Canada is committed to building a diverse and inclusive team. We offer accommodation for applicants with disabilities throughout our recruitment process. If you are contacted to arrange for an interview, please advise us if you require accommodation. Information received relating to accommodation will be confidentially maintained.