

## Facilitators in Entrepreneurship

**Organization:** Ottawa Community Loan Fund (OCLF)

**Industry:** Not for profit

**Job Title:** Facilitator

**Position:** Consultant, Ongoing Part-time Basis

**Reports to:** Director of Educational Services

**Location:** Ottawa, Ontario, Canada

### About OCLF

The Ottawa Community Loan Fund (OCLF) is a non-profit organization providing micro loans for business and professional development purposes, as well as workshops on financial empowerment and entrepreneurship.

### About the Position

OCLF is always open to hearing from **Facilitators** with entrepreneurial experience to deliver various OCLF workshops to newcomers at our partner locations and/or online, mainly through school board partners, settlement agencies, and integration programs.

We have several entrepreneurship programs of various lengths, including: a short **Orientation to Entrepreneurship** as well as several multi-week programs encompassing everything from business ideation and planning to financial forecasting.

The engagement will be **as needed** and **ongoing** with peak delivery periods in the fall, winter, and spring.

The ideal candidate will:

- ✓ **Have extensive experience in planning, starting and operating a business in Canada**
- ✓ Have experience in teaching ESL or group facilitation
- ✓ Be autonomous and independent
- ✓ Be able to teach complex ideas to non-native English speaker
- ✓ Have knowledge of the Canadian credit system
- ✓ Be comfortable with Zoom, Teams, and other video conferencing technology
- ✓ Be comfortable working in various locations across the City

### Duties

1. **Facilitation:** Deliver OCLF workshops on entrepreneurship and/or credit
2. **Reporting:** Collect client data and conduct evaluations
3. **Promotion:** Explain OCLF services to clients

### **Qualifications and Competencies**

- Post-secondary education and experience in a related field; Preference will be given to those with Canadian business experience;
- Native proficiency in English or French with native-like proficiency in the other language;
- Knowledge of Canadian credit system;
- Experience in group facilitation and understanding of adult learning principles;
- Strong interpersonal and intercultural skills;
- Proven ability to take initiative and work independently.

### **Qualities**

- Motivated speaker, group facilitator
- Punctual and Organized
- Ability to represent OCLF professionally

### **Other**

- Occasional evenings and weekends may be required.
- OCLF-specific training will be provided and required.
- Access to a vehicle required.

### **How to apply**

Submit your Cover Letter and Resume in English or French to [info@oclf.org](mailto:info@oclf.org)

**Subject Line: Facilitators in Entrepreneurship.**

**Please note that interviews will be conducted on an ongoing basis as they are received.**

Thank you for your interest, however only candidates selected for an interview will be contacted.