

Northern Ontario Defence Program Coordinator

Location: North Bay, ON

Organization: The Business Centre Nipissing Parry Sound

Term: 2 Year Contract

Compensation: \$60,000 per annum

The Business Centre Nipissing Parry Sound (TBC) is looking for a strategic, resourceful, service driven individual to fulfill our Northern Ontario Defence Program Coordinator position, focusing on supporting Northern Ontario small and medium sized enterprises (SMEs) who are seeking new opportunities within the defence sector. **This is an excellent opportunity for someone who is passionate about business development, strengthening regional businesses and advancing economic growth in Northern Ontario.**

About the Northern Ontario Defence Redistribution Program

The Northern Ontario Defence Redistribution Program aims to strengthen Northern Ontario small and medium sized businesses (SMEs) and enhance their capacity to service the defence industry. By providing targeted financial support to SMEs, this redistribution project will help businesses diversify their operations, increase competitiveness, and assist with entry into the defence sector. The program anticipates supporting companies through funding for expenses including certifications, technology and equipment upgrades, and market development, positioning them to secure defence-related contracts.

About the Position

The **Program Coordinator** will work collaboratively with key stakeholders to design, deliver, and administer a Northern Ontario support program intended to enhance the capacity of SMEs to pursue new opportunities within the defence sector. Activities will include finalizing the program framework, coordinating outreach and promotion, managing intakes and assessment processes, monitoring the disbursements and performance data.

The Business Centre Nipissing Parry Sound is a Not-for-Profit organization, located at City Hall, North Bay, Ontario. The position is primarily office-based with minimal work-from-home options and occasional travel outside of North Bay. Office hours are Monday to Friday, 8:30am to 4:30pm, with periodic outreach and obligations after hours. This is a 2-year fixed term contract position with a salary of Sixty Thousand Dollars per annum, which will require engagement across the Northern business ecosystem.

Key Tasks:

The key duties of the **Program Coordinator** are:

- **Program Administration:** Administer the Northern Ontario Defence Redistribution Program including program development, application development, budget monitoring, intake scheduling, client onboarding, coordination of steering committee, tracking and reporting. Develop clear client and programming processes and guidelines. Manage and track approved clients and disbursements ensuring compliance and accurate record keeping.
- **Strategic Collaboration:** Collaborate with the strategic partners involved in the program and support the steering committee in reviewing and approving clients.
- **Outreach and Promotion:** Respond to inquiries, facilitate information sessions, and represent the program at trade shows and industry events.
- **Organizational Support:** Assist with broader TBC initiatives and networking events as part of a collaborative team.

Are You The Right Fit:

Project & Organizational Skills

- Ability to prioritize & manage multiple tasks while adhering to timelines and deadlines
- Proven ability to manage projects from initiation to completion
- Ability to keep detailed and updated records
- Ability to recognize when team support is needed and work independently

Communication & Relationship Management

- Comfortable and confident in connecting and collaborating with professionals, organizations, and business owners
- Ability to use digital communication platforms and capable of hosting meetings and presentations (in person and virtually)
- Comfortable & confident speaking to large or small groups, virtually or in person
- French skills considered a strong asset

Operational Proficiency

- Comfortable working with technology platforms to streamline processes, manage data, and support program or operational needs

Professional Requirements & Work Conditions

- Ability to maintain strict confidentiality
- Legally eligible to work in Canada
- Have access to a reliable vehicle and ability to travel to and attend events outside of the North Bay area

Application Deadline: Sunday March 15, 2026

Please email resume and cover letter to Jennifer Nickerson at
jnickerson@tbcnps.ca

About The Business Centre Nipissing Parry Sound

*Our not-for-profit Small Business Centre is dedicated to empowering entrepreneurs, start-ups, and expanding businesses in the districts of Nipissing and Parry Sound. We provide valuable information, programs, training, and resources to support your business journey. Whether you're just starting out or looking to grow, our business programs and services are tailored to help you **PLAN, GROW and PROSPER**. Benefit from our collaborative community and supportive staff, all provided with your success in mind.*

This position is supported by the Federal Economic Development Agency for
Northern Ontario.



Federal Economic Development
Agency for Northern Ontario

Agence fédérale de développement
économique pour le Nord de l'Ontario

Canada 