



Startup Revelstoke is seeking two entrepreneurial spirited rock stars to execute Phase 2 of our [Startup strategy](#).

STARTUP COACH

You are an energetic and experienced entrepreneur who can inspire and support new founders and existing owners to build their business in Revelstoke.

You will be responsible for generating interest and demand for Startup Revelstoke services; providing aspiring founders and entrepreneurs with advice and introductions to the resources and experts who can help them move forward including:

- Providing outreach to the community to increase Startup Revelstoke awareness and event participation (all marketing content including social media)
- Managing welcome and intake of clients
- Provide initial coaching session, assess client needs, triage & refer to resources and that fit client needs
- Providing targeted ongoing support for entrepreneurs that are demonstrating progress & promise
- Providing direct clients to education modules and complimentary offerings (e.g., Startup Basics, VAP, RevUP, etc.)

Your skills and experience include Marketing, Networking, Entrepreneurship, and Business Coaching.

You thrive in an environment that is responsive to client needs within our scope; partnership based as we can't do it all ourselves, we will rely on our partners; entrepreneurial - we need to be learning and evolving and doing it on a tight budget; aiming to scale - we need a system that we can repeat to achieve our goals of scaling and sustaining the impact of the program.

STARTUP COORDINATOR

You are an exceptionally organized problem solver who can build partnerships, coordinate an army of volunteers, and manage upwards effectively.

You will be responsible for planning and managing events and 3rd party contractors (e.g., website rebuild); building tools and partnerships that will be used to support our clients as they grow; developing board reporting tools, collecting feedback, and coordinating the Start Up Committee to plan Phase 3 including:

- Manage 3rd party to upgrade website
- Plan and deliver Launch Event, FutureStoke Events (hackathon), Entrepreneur Nights, and Demo/Beta Day event.
- Develop 3-5 tools for clients
- Package and build advice based offerings (e.g. founder 101, BizPlan_v1.0.)
- Curate and collect education content
- Assess needs for shared services (e.g., HubSpot, sales funnel, Adobe, etc.)
- Provide Start Up Committee with info and plan for upgrading CRM
- Design Start-up support model + define expectations
- Establish partnerships (local, regional, provincial/federal)
- Work with Start Up Committee to build master calendar for next 12 months of Start-up
- Recruit Start Up Committee members of 7-9 for monthly meetings
- Develop reporting dashboards (finance, operations, etc.)
- Collect client feedback
- Support Start Up Committee in design of phase 3

Your skills and experience include project management; building partnerships; coordinating volunteers / contractors; planning and delivering events.

You thrive in an environment that is entrepreneurial and requires self-direction to prioritize and operationalize; biased to action and getting stuff done; relies on partnerships and volunteers to achieve organizational goals.

These are part-time contract positions and the hours of work are flexible and vary weekly. Both positions will work with and report to the Start Up Revelstoke Committee.

Please submit your resume by **Friday, July 27 at 4:00 pm** via email, mail or drop off to:

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