CUSA values employment and educational equity and welcomes applicants from diverse groups including (but not limited to): women, Indigenous people, people of colour, people with disabilities, international students, and gay, lesbian, bisexual and transgender people. CUSA is committed to ensuring that accommodations are provided in all parts of the hiring process as required under CUSA’s accessibility policies, the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code. Applicants need to make their needs known in advance.

We’re Hiring, Join our team!

**DUTIES**

- **External Relations**
  - Maintaining strong communication with key partners
  - Forging new strategic partnerships with entities of interest
  - Public outreach events

- **Incubator Program**
  - Maintaining relations with internal and external stakeholders & partners
  - Mentorship
    - Manage and develop hatch’s alumni network and relationships
    - Offering mentorship to cohort
  - Overseeing the incubator application process
  - Manage and develop Hatch’s alumni network and relationships

- **Public Relations**
  - Attending other Carleton & Ottawa related entrepreneurship style events and network on behalf of Hatch
  - Managing relationships with CUSA Clubs

- **Guidance and Support**
  - Carleton University students
  - Hatch Incubator cohort

- **Programming Development & Coordination**
  - Design, organize and facilitate events
    - Hatch related events, partnered events, Incubator events

- **Programming Leads**
  - Educational events
  - Hackathons
  - Incubator workshops

- **Funding/Grants/Scholarships**
  - Working to acquire external funding for Hatch programming and events

- **Managing the new “Hatch team”**
  - Manage upper level Hatch employees
  - Mitacs BSI employees
  - Volunteers & project committees

**REQUIREMENTS**

- Membership in the Carleton University Students’ Association or the Graduate Students’ Association (Taking at minimum .5 credit per semester).
- Awareness and sensitivity to issues including but not limited to: trans/bi/homophobia, sexism, racism, ableism, and ageism.
- Established knowledge of Google Suite, and Office Suite.
- Excellent interpersonal skills, ability to work unsupervised in groups or individually.
- Quick learner who is organized and a self-starter who is passionate about the center’s goals.
- Having experience working with a startup or owning your own start-up business and/or leading a program that included educational events/workshops is an asset.
- Awareness of Entrepreneurial ecosystems and programs across North America

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Hatch Director

TERM & RATE

One year from hiring date. $15.79/hr, 20 hrs/week (reduced to 10 hrs/week during summer). This is a unionized role with CUPE 1281.

HOW TO APPLY

Are traditional cover letters old school? We think so! Instead tell us about yourself, why you want to work at CUSA, and your opinion as to what is preventing growth in Ottawa’s entrepreneur ecosystem and how you would fix it. Please submit your answers in a video or multimedia format with a written section (videos cannot exceed 5 minutes). All applicants must also submit a resume, class schedule, and one reference letter.

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