



Small Business Centre Community Member at Large

Overview of the Opportunity

Waterloo Region Small Business Centre (SBC) is a non-profit organization that facilitates economic growth and job creation in Waterloo Region by guiding entrepreneurs, access to resources, connections to experts to help them start and grow their businesses, and by delivering programs, initiatives that increase entrepreneurial momentum. To ensure that the SBC is meeting the needs of small business owners and aligning with current economic trends and local/regional initiatives the SBC recruits the sector-specific community members to share their experience and expertise to provide feedback and recommendation on SBC initiatives, financial goals, and strategies.

Key Responsibilities or Tasks

- Attend Waterloo Region Small Business Centre meetings
- Review and provide feedback/recommendations the Waterloo Region SBC initiatives, financial goals and strategies.
- Identify emerging economic conditions/ trends/ niche markets to assist in shaping WRSBC services and programs.
- Advise staff regarding the alignment of WRSBC work with local/regional economic development work and strategies.
- Advise staff about marketing plans and initiatives that may align with WRSBC services (e.g., events, tradeshow, market research information).
- Assist in developing key partnerships to advance WRSBC services (e.g., Economic Development Departments, Communitech, Chambers of Commerce, BIA's, other municipalities, the Province).
- Propose programs that enhance and grow the local small business sector in a sustainable way

Skills, Experience and/or Requirements

- Must live or work in Waterloo Region
- Must represent one of the key sectors (Technology; food and hospitality; manufacturing; health sciences, education; finance/accounting; marketing; agri-business; arts/culture; main street retail; non-profit; personal and professional services, post secondary student)
- Ability to work positively in a team environment
- Ability to work towards a common goal
- Open to diverse perspectives and ideas
- Ability to share ideas, suggestions and feedback in a group setting
- Ability to take part in respectful collaboration in order to build consensus
- Willing to participate in creative problem-solving
- Access to a computer or similar device and reliable internet connection will be required during the pandemic.
- Proof of vaccination may be required for in-person meetings and events.

Age Criteria:

- 18+

Time Commitment

Meetings are scheduled every other month (6 meetings per year). Typically, starting in February.

Day: 3rd Wednesday of the month.

Time: Meetings are typically in the morning and an exact time for the meeting will be determined by consensus.

Commitment: 3-year term except for post secondary student community member at large which has a 1-year term.

***Important:** Additional meetings and/or work outside of meetings may be required to accomplish the agreed upon committee work plan each year

Benefits

- Meet other volunteers with similar interests.
- Work in a team setting to deliver a valued community resource.
- Build knowledge and understanding of the needs of small business owners in Waterloo Region.

Diversity and Inclusion

- The City of Kitchener is committed to diversity and inclusion. We are committed to providing opportunities for all members of the community and will do our best to remove barriers to participation. Please let us know of any accommodations needed to assist in your involvement with this opportunity.

Address

- Meetings to be held virtually during the pandemic

Contact

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