



The Yves Landry Foundation (YLF) has received a FedNor investment of \$2 million grant to fund a program entitled “Advancing Innovation and Manufacturing Excellence - North” (AIME North) focused on northern Ontario-based manufacturing companies. In essence the Yves Landry Foundation will provide grants of up to \$50,000 per company to pay for the costs associated with the training to support innovation and in any area that will help to make a manufacturing company more competitive in the global business environment.

YLF requires a program coordinator immediately to support this program. This position will be located in North Bay Ontario. The job functions are described below.

Core Element Requirements:

- *Accept and review preliminary and full application documents from potential partner companies*
- *Assess these preliminary and full review proposals and discuss them with the YLF team*
- *Respond to potential partner companies as to the acceptability of document submissions*
- *Prepare summary submission reports from the application proposals for review by the Advisory Committee*
- *Take feedback from the Advisory Committee as to the acceptability of each proposal submission*
- *Provide feedback to potential partners as to the acceptability of their proposal submissions*
- *Work with potential partners to establish a working agreement with them and assist them in the preparation of final reports and submissions on their training programs*
- *Monitor their ongoing program activities*
- *Answer questions on the YLF funding program*
- *Participate in a public forum and marketing sessions to promote the YLF program*

- *Interact with the necessary program stakeholders including Industry Associations, government, educational institutions and businesses to promote the AIME program*
- *Always undertake to advance the reputation, image and brand focus of the Yves Landry Foundation*
- *Implement an effective marketing program to ensure that all northern Ontario-based manufacturing companies are aware of the availability and potential of the AIME North program*
- *Participate in focus and/or stakeholder groups to promote the AIME North program with other YLF staff members*
- *Undertake and complete assignments as may be required by the YLF Executive Director*
- *Work directly with participating manufacturing companies to evaluate the effectiveness of their training programs, assist them in identifying training requirements and assist them to document and complete their training program successfully*
- *Look for trends in training programs to establish common requirements and evaluate if there are more effective ways to meet these common training requirements*
- *Document, track and input submitted data*
- *Participate in off-site visits as required*

Applicants must be able to demonstrate a clear working knowledge of the manufacturing sector, or have equivalent expertise/experience in project management. The Project Coordinator will be required to travel throughout Northern Ontario on an as required basis. The successful applicant must be fully bilingual (French and English) with both written and oral capabilities. Excellent computer skills along with a college or university education or equivalent industry knowledge are necessary.

Only those applicants invited to be interviewed will be contacted.

To submit your resume and cover letter, please send to Karyn Brearley, Executive Director of the Yves Landry Foundation. We are accepting submissions of interest by electronic format only. Please email to: karyn.brearley@ylf-fyl.ca

Thank you for your interest in the Yves Landry Foundation

