



## **Business Development Assistant (High School Co-op)**

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

### **About York Region Educational Services:**

York Region Educational Services (YRES) is a not-for-profit organization that provides individuals in York Region and beyond with free and affordable educational resources in a safe and supportive environment that inspires, motivates, and helps set the foundation for personal growth.

### **About this opportunity:**

As a Business Development Assistant, you will support YRES's growth initiatives by assisting with market research, partnership development, and strategic planning. You will help identify new opportunities, strengthen relationships with partners, and contribute to the expansion of YRES's programs and services.

#### *Key responsibilities are as follows:*

- Assist in conducting market research and analyzing trends to identify new business opportunities.
- Support the development and maintenance of relationships with community partners, sponsors, and other stakeholders.
- Help prepare proposals, presentations, and reports for internal and external use.
- Assist in planning and executing business development initiatives for day camps (e.g., March Break Camp, Weekend Camp, Summer Camp) and other educational programs across the Greater Toronto Area.
- Collaborate with multiple departments to ensure alignment of business strategies and organizational goals.
- Work across different areas of the organization! While the majority of time will be spent on business development tasks, candidates may also support marketing, operations, or program initiatives to advance organizational growth.

**Requirements:**

- Dedication and passion for community impact, education, and youth-focused initiatives, with a strong interest in supporting organizational growth and development.
- Excellent written and verbal communication skills for effective collaboration with team members, partners, and stakeholders.
- Ability to work independently while coordinating with multiple departments and external partners on business development projects.
- Proficiency in Microsoft Office and Google Workspace.
- Strong problem-solving skills, adaptability, and a proactive approach to supporting organizational initiatives.
- Exceptional attention to detail and ability to manage multiple tasks in a fast-paced environment.
- Excellent organizational skills and ability to meet deadlines while supporting strategic objectives.

**Assets:**

- Experience in business development, sales support, or partnership management.
- Experience in project coordination, event planning, or community outreach.
- Experience working with youth, educational programs, or community organizations.
- Familiarity with CRM tools and data analysis
- Fluency in more than one language (reading, writing, speaking, and listening).