



September 19, 2019

York Angel Investors Inc. Communications and Admin Coordinator

The Communications and Admin Coordinator role is a full-time position based out of the York Angels office at YSpace which is the York University innovation hub located at 169 Enterprise Blvd., Markham, Ontario. The position will report directly to the Executive Director but will also work closely with the Financial Director. The Communications and Admin Coordinator will be responsible for all marketing communications for the organization as well as management of day to day operations including member management, deal intake, deal screening, due diligence coordination, liaising with industry partners and planning of investment meetings. The successful candidate will be exposed to every facet of the organization and will gain tremendous experience in the start-up tech and angel investment sectors.

We are looking for a highly organized, energetic, self-starter that can work well independently but also collaboratively in a small team environment. The successful candidate will have at least 2 years' direct experience in a marketing or communications coordinator or similar role.

Duties and Responsibilities

- Planning, organizing and management of monthly investment meetings
- Review and management of all prospective investee applications through our deal intake platform GUST
- Conducting pre-screening interviews and coordinating bi-weekly screening committee sessions with volunteer members
- Communication and liaising with sponsors, industry partners and guest speakers
- Preparation of investment meeting agendas and presenting company information packages
- Working closely with the Due Diligence committee to coordinate and organize due diligence sessions
- Intake of new member inquiries, sending out Membership kits to potential members, and tracking membership subscriptions and renewals through CRM system
- Creation and circulation of monthly e-newsletter to members and posting on York Angels website & social channels
- Maintaining an up-to-date calendar of events and membership directory
- Update website & manage social media accounts and press-releases
- Preparation of various monthly activity and financial reports

Qualifications and Experience:

- University degree or college diploma in marketing, communications, business or similar
- Minimum 2 years' work experience in a marketing coordinator or communications manager role
- Good working knowledge and experience in managing social media communications and database marketing
- Strong computer skills and experience with MS Office, Google Suite, Mailchimp and CRM systems
- Strong organizational, time management and problem-solving skills
- Good interpersonal and communication skills
- Some event planning or event related experience would be an asset
- Strong attention to detail
- Friendly with great people skills

Interested candidates should apply at jobs@yorkangels.com

Please provide a cover letter and current resume with full contact details. Please note that we will only respond to applicants to whom an interview will be granted and thank you in advance for your interest in the position.