



August 2021

Intern, Sales and Promotions Coordinator

Organization

Established in 2003, the CGLCC is a trusted partner linking LGBT+ businesses in Canada to the wider business community. It fosters economic growth by supporting and nurturing LGBT+ businesses, entrepreneurs, students and allies, and by helping Canada's corporate world connect with the LGBT+ business community. A leader in supplier diversity, it is also the certifying body in Canada for LGBT+ businesses.

CGLCC is looking for a candidate who is excited about impact driven change to make Canada a more inclusive place for the LGBT+ community. We have a really exciting opportunity for the right candidate to become a key member of our team.

The Sales and Promotions Coordinator will be responsible for actively promoting and selling CGLCC's various programs. This includes the following programs:

LGBT+ Supplier Diversity Program – Promoting diversity and inclusion cross-enterprise, and supporting LGBT+ owned businesses, is essential for a strong and vibrant economic and social environment. The goal of the LGBT+ Supplier Diversity Program is to certify and match LGBT+ Business Enterprises (LGBTBEs) with the growing number of corporations proactively seeking to diversify their supply chains.

Youth Entrepreneur Mentorship Program: Young LGBT+ entrepreneurs (aged 18-39) face many unique challenges that hinder, and in many cases prevent their success. One such challenge is the lack of a progressive mentorship program that supports this often-marginalized and discriminated group of young people who either desire to start a business or are struggling to sustain a viable venture. CGLCC is changing that by creating Canada's first LGBT+ entrepreneur mentorship program, **OUT For Business**.

Global Program: The CGLCC's global program provides a powerful network opportunity for the exchange of knowledge, ideas and best practices to promote and encourage open dialogue, coordination and cooperation between domestic and international



stakeholders. Through global initiatives, the CGLCC promotes international trade and supports the expansion of economic opportunities and advancement of the LGBT+ business community within Canada and throughout the world.

Tourism Program: The CGLCC's tourism program works to support the Canadian tourism industry become market-ready for the LGBT+ traveller through the delivery of diversity and inclusion training, destination audits, and workshops.

Responsibilities

Specific tasks and responsibilities of the Sales and Promotions Coordinator include:

- Overall assistance in administering CGLCC programming, including planning, logistics, budgeting, and execution.
- Developing and enhancing stakeholder relationships within the LGBT+ community and the tourism industry - including corporate members and certified suppliers.
- Researching and identifying potential new partners for the CGLCC.
- Engaging potential and existing partners to secure their participation in various CGLCC programming.
- Representing CGLCC at various forums to prospect potential members and partners.
- Prioritize recruitment at CGLCC programming, including the Black and White Gala.

All activity conducted by the Sales and Promotions Coordinator directly supports the provision of providing programs and services to the LGBT+ community (which has been historically disadvantaged and often face social and employment barriers) by creating education, capacity building, community engagement, professional development, and networking opportunities specifically for LGBT+ businesses, students, and professionals.

Digital Skills: The Sales and Promotions Coordinator would be required to use technology in their job. They will be required to make presentations via webinar, utilize CGLCC administration tools (HubSpot, G Suite, Microsoft Office), and manage the program content on the website.

Terms



- This is a home-based 15-week internship, 20 hours a week at a rate of \$18 per hour.
- To be eligible, youth must:
 - be between 15 and 30 years of age at the start of the employment*;
 - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and,
 - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period. 14*

***International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.*

Application

- Please send your resume, one page cover letter to careers@cglcc.ca.

CGLCC is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you have a disability or special need that requires accommodation, please let us know when completing this application.



This job would not be created without the financial assistance of the Canada Summer Jobs 2021 program.