

CAREER OPPORTUNITY

at Sumas Regional Consortium for High Tech

Job Description

Executive In Residence (EIR)

Responsible To

Program Director (PD)

Summary of Primary Job Functions

This individual is responsible for guiding our AG-Tech Venture Acceleration Program (AVAP) client companies from start-up to commercialization. By expounding on the tools they have been given through their initial training, the EIR guides them on their journey through regular and structured meetings and a diligent mentorship process. This individual analyses the client then sets objectives and goals that will best serve their development requirements. Develops and maintains organizational structure and ensures compliance with all procedures and policies of SRCTec as well as those prescribed by BCIC.

Duties and Responsibilities

General

- Participates in and adds to program development
- Ensures that the trainer, the training, and the training environment is maximized to the benefit of the client
- Ensures that the mentoring process is aggressively followed to the maximum benefit of the client
- Engages well with a broad cross section of startups anywhere from those on startup to commercialization
- Executes all board-approved procedures and policies and Attends Board Meetings
- Provides leadership and value to clients through effective objective setting, delegation, and communication and time management
- Is cognizant of time constraints as a part time EIR and works to maximize his/her impact within those constraints
- Attends and conducts staff meetings to disseminate pertinent information
- Oversees the preparation and updating of Training and related procedure manuals
- Is constantly updating himself regarding agricultural trends and changes

Administration

- Ensures administrative staff remains current to organization business and Board directives/approvals that affect their functions and areas of responsibility
- Works with the Program Director and Board of Directors on governance policy issues by providing support and by initiating approved recommendations or actions
- Ensures compliance to minimum standards in accordance with all government legislation (BCIC), regulations and guidelines pertinent to the organization's role



Building Companies.
Creating Jobs.
Investing in Futures.

- Ensures all information is regularly inputted into the CRM and that all quarterly, yearly reports are completed by their due dates
- Recommends to the PD and Board changes to policies and procedures that would improve the organization
- Submits all information, reports and records as requested and in a timely manner
- Develops and implements operational plans, policies, and goals that further the AVAP'S strategic objectives

Financial

- Is aware of purchasing policies budget restraints and does everything possible to meet these needs and objectives.

Qualifications

Business degree as well as a history of entrepreneurial successes and experience at the CEO level. Intricate knowledge of agricultural industry and experience in the agricultural technology space is essential.

To apply for this job please email your resume and cover letter to admin@srctec.org.

7337 Welton Street,
Mission B.C. V2V 3X1

☎ 877 523-5542 ext 2

✉ info@SRCTec.org

🌐 www.SRCTec.org

f facebook/SRCTec

🐦 twitter/SRCTec