

Program Coordinator JOB POSTING

About Us

Community Futures Eastern Ontario (CFEO) is a dynamic not-for-profit organization supporting innovation and growth for small businesses, community development initiatives, and local economies across Southeastern Ontario. Each of our member offices operates independently, delivering the [Community Futures](#) program and other local initiatives to rural entrepreneurs and small businesses. CFEO serves as their regional voice, advancing entrepreneurship, small business development, and economic opportunities.

As a change agent, CFEO drives economic growth through deliver of regional programs like the **Southern Ontario Fund for Investment in Innovation (SOFII)**, offering flexible, no-fee, nondilutive, repayable financing for innovative businesses. Supported by the Federal Economic Development Agency for Southern Ontario ([FedDev Ontario](#)), CFEO coordinates opportunities for its members and collaborates with regional partners to create lasting impact in the Eastern Ontario economy.

CFEO is governed by an engaged [Board of Directors](#), including members, volunteers from member offices' boards, and independent representatives from across the region.

Helping businesses grow!

Position Overview

Are you ready to make a difference in the lives of business owners in Southeastern Ontario? We are seeking a highly skilled **Program Coordinator** who thrives in a fast-paced, autonomous work environment to join our forward-thinking, high-performing team. In this role, you will play a key part in driving positive change and contributing to the growth of the eastern Ontario economy by providing essential support to our CFEO program team through coordination of meetings, client intake, developing and maintaining dashboards with predictive analytics, contributing to developing recommended program business development strategies, sourcing prospective program partners, identifying additional funded program opportunities, contributing to the modernization of CFEOs systems and processes, and ensuring compliance with program delivery and reporting requirements.

Bring your innovative and positive mindset to CFEO, where you'll be front and centre on our program operational processes. You will prepare high-visibility communications and liaise with external stakeholders on behalf of management, gaining exposure to the small-to-medium sized business ecosystem across Southeastern Ontario and beyond. This is an exciting opportunity to contribute to the success of an organization whose mandate is to drive economic growth. Enjoy a **4-day work week**, **work-from-home** flexibility, a dynamic and **collaborative team**, and a comprehensive **salary and benefits package**.

Program Coordinator JOB POSTING

Role Summary

The Program Coordinator supports CFEO's programs, including SOFII, through program coordination, portfolio support, and data analytics. The role generates reporting and regional insights to support program and network performance, risk management, and leadership decision-making.

Program Coordination & Delivery Support

- ▲ Coordinate day-to-day program operations, including supporting intake, processing, tracking, and delivery of program activities.
- ▲ Prepare materials and coordinate logistics to support business development and program-related meetings and activities.

Client & Portfolio Support

- ▲ Monitor and support program clients, including performance tracking, follow-ups, and identification of risks or issues requiring management attention.
- ▲ Manage client files, documentation, and reporting requirements.
- ▲ Support portfolio monitoring and respond to program-related inquiries and referrals as required.

Data Analytics & Reporting

- ▲ Develop and maintain program data, dashboards, and performance tracking tools.
- ▲ Analyze program, portfolio, and regional market data to identify trends and generate insights to support leadership, Board, and stakeholder decision-making and planning.
- ▲ Compile reports for internal, funder, and stakeholder use, ensuring accuracy and completeness.
- ▲ Maintain program records and support performance measurement frameworks in accordance with organizational and funder requirements.

Stakeholder & Program Support

- ▲ Maintain effective working relationships with CFEO member offices, partners, and stakeholders.
- ▲ Support program-related interactions with government and funding partners.
- ▲ Participate in selected regional meetings and events to support market intelligence, stakeholder engagement, and program insights.

Cross-Functional Support

- ▲ Support communications and member services initiatives through coordination, analytics, and contribute to continuous improvement of program processes and systems.

General

- ▲ Ensure all activities are conducted in compliance with funding agreements, organizational policies, and applicable requirements.
- ▲ Other duties as required to support CFEO operations and priorities.

Note: *This role requires versatility, and the employee should anticipate being involved in diverse tasks beyond the scope of the primary responsibilities listed in this Job Description.*

Program Coordinator JOB POSTING

Job Type: Full-time, remote within Eastern Ontario
Salary: Annual, commensurate with experience
Benefits: Dental, extended health, vacation, RRSP
Language: English (preference for French bilingual candidates)
Schedule: Compressed workweek - Mondays/Tuesdays/Wednesdays 7:30-5:00 and Thursdays 7:30-4:30
Application: Send cover letter + resume together **as 1 scanned .pdf document** to info@cfeasternontario.ca

Community Futures Eastern Ontario is committed to fostering an inclusive employment setting. We believe diversity drives innovation and offer an equal opportunity workplace that welcomes people of all backgrounds, experiences, and perspectives to join our collaborative and engaging environment.

Only candidates who reside in Eastern Ontario and are legally entitled to work in Canada will be considered. We thank all applicants for their interest; however, only those selected for an interview will be contacted.