

ROUTE 93

INNOVATION HUB

Job Posting: Administrative Coordinator

Organization: Route 93 Innovation Hub

Location: Midland, ON, on-site at 270 King Street

Job Term: Full-time, Temporary, 13 weeks, 35 hours/week

Hourly Wage: \$17.60

Start Date: June 1, 2026 to August 21, 2026

Eligibility

This position is funded through the Canada Summer Jobs Program. Applicants must:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or person granted refugee status
- Be legally entitled to work in Canada

About Route 93 Innovation Hub

Route 93 Innovation Hub supports entrepreneurs, start-ups, and small businesses across North Simcoe through programming, mentorship, events, and collaborative workspace. The Hub helps build business capacity, create connections, and support innovation in the regional economy.

Position Summary

The Administrative Coordinator will support the daily operations, client experience, programming, and communications of Route 93 Innovation Hub. This role is ideal for someone who is organized, friendly, curious, and excited to work in a growing space that supports local business, entrepreneurship, and innovation.

This position includes opening and closing the Hub, welcoming visitors, supporting client intake, helping with communications, assisting with events, and providing administrative support to the Executive Director and Hub team.

Key Responsibilities

Hub Operations & Client Experience

- Open and close the Innovation Hub daily, as required
- Welcome clients, members, visitors, and community partners
- Help maintain a clean, organized, and professional workspace
- Support meeting room setup, supplies, signage, and daily Hub readiness
- Answer basic questions about Hub services, events, and programming



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Client Intake & Administrative Support

- Support client intake for entrepreneurs, small businesses, members, and program participants
- Collect and organize basic client, member, and event information
- Help maintain records in the Hub's CRM system
- Support email communication, scheduling, follow-ups, and task coordination
- Prepare simple documents, forms, agendas, notes, and internal summaries
- Provide administrative support to the Executive Director and Hub team

Programming & Event Support

- Assist with planning, setup, hosting, and cleanup for workshops, Hub Days, networking events, and business programming
- Support event registration, check-in, attendance tracking, and participant communication
- Help prepare materials, name tags, room layouts, refreshments, and presentation support
- Some evenings and weekends may be required

Business & Community Engagement

- Communicate with local businesses, entrepreneurs, members, mentors, and community partners
- Support outreach related to programs, events, and Hub services
- Help gather feedback from participants and visitors
- Represent Route 93 in a professional, welcoming, and community-minded way

CRM, Data & Reporting Support

- Update client, member, event, and program information in the CRM
- Track registrations, attendance, follow-ups, and basic program metrics
- Assist with simple reports, summaries, and survey information
- Help keep systems organized, accurate, and up to date

Qualifications

- Currently enrolled in, or recently graduated from, a post-secondary program in business, administration, communications, entrepreneurship, community development, or related field
- Strong communication and interpersonal skills
- Organized, reliable, and able to manage multiple tasks
- Friendly, professional, and comfortable interacting with the public
- Comfortable working independently and as part of a team
- Proficient with Microsoft Office or Google Workspace



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- Familiarity with CRM systems, Canva, social media, or email tools is an asset
- Interest in entrepreneurship, small business, innovation, or community development is highly desirable

What You'll Gain

- Hands-on experience in a real-world innovation hub environment
- Exposure to entrepreneurs, small business owners, community leaders, and local professionals
- Practical skills in administration, client intake, communications, events, and business operations
- Experience supporting programs that help businesses grow, adapt, and connect
- Opportunity to build a professional network within North Simcoe
- A meaningful role in a growing organization focused on business support and innovation

To Apply

Please submit your resume and a brief cover letter to nfrench@route93.ca by **May 22, 2026**. We thank all that applied but only candidates selected for an interview will be contacted.

Route 93 is an equal opportunity employer. We are committed to creating an inclusive, accessible, and barrier-free workplace

