

Business Advisor, Information and Communication Technology (ICT)

Northwestern Ontario Innovation Centre

Full-time contract position to March 31, 2028, with an opportunity to extend.

The Northwestern Ontario Innovation Centre (NOIC) has been the regional leader in supporting new and accelerating tech companies for over 20 years. Located in Thunder Bay, ON, the NOIC offers competitive compensation, benefits, and matching RRSP contribution in a relaxed, but professional work environment.

Reporting to the Executive Director, the successful candidate will operate as a business advisor, helping to shape and grow the use of technology in Northwestern Ontario. This role is responsible for working with regional businesses, technology companies and entrepreneurs, focusing on:

- Increasing digital technology awareness and adoption
- Growing the digital talent base
- Coordinating regional connectivity infrastructure projects
- Acting as a business technology subject matter expert to regional businesses

This is an important role at NOIC and the successful applicant is expected to maintain a focus on ICT initiatives while ensuring NOIC's day-to-day IT infrastructure is running smoothly. As such, this role requires someone who is able to work on-site in the Thunder Bay office.

Responsibilities:

- Lead and execute NOIC's ICT initiatives which can include grant programs, professional development activities, kids camps, conferences/trade shows, event planning, teaching, broadband infrastructure projects and community engagement
- Support NOIC clients as a business advisor
- Project and budget management
- Position NOIC as Northwestern Ontario's ICT champion
- Seek out funding opportunities for future projects
- Grow NOIC's non-government revenue
- Occasional travel in and around Northwestern Ontario
- Internal IT support as needed; expertise in basic office networking and IT infrastructure is highly valued
- Other tasks as assigned

Qualifications:

- College diploma or University degree, preferably in a Business, Information Technology or Computer Science, and/or 3 years of relevant work experience
- Passion for business and technology
- Project, time, and budget management experience
- Leadership and planning capabilities
- Demonstrate strong working knowledge of business development practices
- Excellent written and oral communication skills
- Comfortable working with corporate executives, entrepreneurs, regional stakeholders and service providers
- Good to excellent understanding of several areas of IT such as (but not necessarily all of these): SME Back-Office Systems (CRM, ERP, Inventory, Point-of-Sale, Accounting, MS 365), Cloud Architecture, Website/App/Software Design, Cybersecurity, Networking, Telecommunications
- Knowledge of Artificial Intelligence, especially as it relates to small and medium-sized businesses and their workflow/processes
- Comfortable dealing with workflow automation
- Basic to intermediate website management skill
- Must have a proven entrepreneurial drive, be able to work autonomously, and demonstrate good decision making
- Possess an understanding of the region of NWO and an awareness of the impact of ICT on various sectors in the region - especially small businesses

Total Compensation: \$65,000 - \$80,000

Deadline for application is end of day on July 17th, 2026.

Please email your cover letter and resume/CV to richard@nwoinnovation.ca or drop your package off at:

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