

**Expression of Interest Deadline: Monday July 20, 2026 at 11:00 a.m.**

**Entrepreneur in Residence (Focus: Black Entrepreneurs) - Fall 2026**

**October 5 to November 28, 2026**

**8 weeks**

**York Woods Branch**

Toronto Public Library (TPL) invites Black-identifying applicants with extensive experience in the areas of small business development, entrepreneurship and supporting Black entrepreneurs to fill the role of TPL's Fall 2026 Black Entrepreneur in Residence (EIR).

The EIR supports aspiring and new Black entrepreneurs, who are starting their businesses. Areas of focus may include, but are not limited to, business plan development, marketing strategies, financial literacy, and navigating regulatory requirements. The EIR will lead engaging in-person programs, hands-on workshops and offer consultations.

The EIR supports the library's strategic priorities of:

- Focus on equity and addressing Anti-Black Racism: Closing the gap for those who are least able to access the opportunities provided by the knowledge economy; Actively breaking down barriers to information, information literacy and platforms for expression; Endorsing the City's [Toronto Action Plan to Confront Anti-Black Racism](#) and vision.
- Democracy, civic engagement and social connection: We will embed opportunities for social connection, civic dialogue and critical thinking in everything we do, so that residents have the skills to sustain a healthy democracy.
- Learning and growth: We will expand learning opportunities for all ages to develop multiple literacies and personal and professional skills, so that

residents can thrive, build economic resilience, and adapt to new technologies, such as AI.

- Awareness and availability: We will increase awareness and availability of library services, so that residents in every neighbourhood have equitable access to services that meet their changing needs.

While planning this residency, The EIR should use an equity lens to support inclusion of Indigenous communities and equity-deserving groups<sup>1</sup> and/or vulnerable populations. Toronto Public Library (TPL) invites applicants with experience working with equity-deserving groups to fill the role of TPL's Fall 2026, EIR

<sup>1</sup> Equity-deserving groups include, but may not be limited to: Black communities, racialized groups, women, 2SLGBTQ+ communities, persons with disabilities, immigrants, refugees and undocumented individuals, persons with low income, and vulnerable seniors. TPL is committed to reach, engage and reflect equity-deserving groups. TPL's Equity Statement can be found online at <https://www.torontopubliclibrary.ca/terms-of-use/library-policies/equity-statement.jsp>.

**Qualifications:**

- An industry expert with a minimum of 3 years of professional expertise in the areas of entrepreneurship, business development, and community engagement, with relevant education or recognized credentials in business management, finance, or a related field.
- A proven record of successfully starting and developing more than one small- to medium-sized business in Canada;
- A minimum of two (2) years' experience in inspiring and mentoring aspiring Black entrepreneurs who have little or no business experience;

- Experience as a community activator with a proven track record in community engagement and raising awareness in professional area of expertise
- Expertise in evaluating business ideas and plans against criteria essential for success;
- Experience with delivering programs and workshops to audiences of varying knowledge and skill levels
- Experience successfully using social media for business purposes;
- Excellent communication skills in coaching, teaching and public speaking
- Excellent oral and written communication skills
- Experience working with the general public and program delivery in public settings
- An understanding of public libraries' role in supporting universal access to a broad range of human knowledge, experience, information and ideas in a welcoming and supportive environment.
- TPL invites applications from individuals who identify as Black and have lived experience as a Black entrepreneur, bringing firsthand insight into the opportunities and challenges faced by other Black entrepreneurs.

**The EIR will have the following core responsibilities:**

- Create and deliver programs and workshops, along with support materials, related to their area of expertise - including a networking-focused session
- Meet with library users, entrepreneurs and community groups through one-on-one appointments to consult on business plans and provide feedback.
- Create a resource (Lessons Learned and Impact Report)

**Target Audience:**

The EIR aims to support aspiring and new Black entrepreneurs, in the early stages of creating and developing a business. These entrepreneurs will build their knowledge and confidence through participation in the EIR program, with a focus

on fostering inclusive opportunities and addressing the unique challenges faced by Black entrepreneurs.

**Requirements of the Residency:**

- An 8-week residency; 14 hours a week; flexible work schedule (112 hours total)
- Attend an orientation and planning session in advance of the residency (time spent at this orientation is in advance of the scheduled 8-week residency). The hours spent at the orientation are part of the total 112 hours.
- Consultation sessions to take place in-person at host branch location;
- Minimum of 8 programs (workshops or lectures) during residency – Structure and format (e.g. length) to be discussed with library staff

**Remuneration:** \$8,000 for residency

**Location and dates:** The EIR will be at York Woods Branch, 1785 Finch Avenue West, Toronto, Ontario, M3N 1M6, <https://www.torontopubliclibrary.ca/yorkwoods/> from [October 5 to November 28 , 2026].

The library will provide program space, supporting program materials and the support of library staff in program promotion, scheduling meetings and planning programs.

**Deadline to apply is: Monday July 20, 2026 at 11:00 a.m.**

**It is important that all interested parties download their own copy of the Expression of Interest (EOI) documentation from:**

<https://torontopubliclibrary.bonfirehub.ca/opportunities/106938> in order to ensure receipt of further information pertaining to the EOI. TPL is not responsible for

**the distribution of information to those who obtain the EOI documentation through a third party.**

**Any submission response that fails to provide the requested documentation or that does not, in the view of the Library, contain sufficient information to permit a thorough evaluation may be rejected and not considered for evaluation.**

**To apply, submit the following documents through the EIR page on:**

<https://torontopubliclibrary.bonfirehub.ca/opportunities/106938>

**Curriculum Vitae** – Include a summary of how you meet the qualifications listed above, which should include, but may not be limited to relevant education, related work with community organizations, workshop/teaching experience, recently published papers/lectures, and links to website and social media presence.

**Program Proposals** – Outline your idea for 2 programs (e.g. workshop, lecture, meetup, etc.). A maximum of 3 pages.

**Reference** – 2 relevant reference letters.

**Note:** The successful candidate will need to complete an **In-Residence Contract Agreement** with Toronto Public Library.

Requirements include:

- Successful candidate must complete a Vulnerable Sector Check. The cost for the VSC is paid for by TPL.
- Residents must have or obtain required liability insurance for the duration of the residency, at the resident's own expense.
- Candidates selected for interview will be provided with a template copy of the agreement with TPL.

TPL invites applications from all qualified individuals and is not able to contract with businesses through this residency. The Library is committed to employment

equity and diversity in the workplace and welcomes applications from racialized people/people of colour, women, Indigenous people, people with disabilities, and 2SLGBTQ+ people.

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.

Eligibility for EIR must be at least 18 years of age and cannot be employed by the TPLB or Toronto Public Library

The deadline for the submission of questions related to this posting is **Monday, June 15, 2026, at 11 a.m. (Toronto time)** . Please submit all questions through the Opportunity Question & Answer tab found on the project portal link: <https://torontopubliclibrary.bonfirehub.ca/opportunities/106938>

To learn more about TPL’s EIR visit :

- <https://tpl.ca/programs-and-classes/featured/entrepreneur-in-residence/>

**Evaluation of Applicants:**

The following is an overview of the categories and weighting for the rated criteria of the EOI by which applicants will be evaluated.

<b>Main Evaluation</b>		<b>50</b>
	<p><b>Curriculum Vitae</b></p> <ul style="list-style-type: none"> <li>• Meets the qualifications for the Residency</li> <li>• Formal education and/or recognized credentials in business management, finance, or related fields, or demonstrated community-based</li> </ul>	<b>25</b>

	experience that provides relevant knowledge and skills.	
	<b>Program Proposal #1</b> <ul style="list-style-type: none"> <li>Program submitted as part of application package. Reviewed against TPL's program proposal criteria.</li> </ul>	<b>10</b>
	<b>Program Proposal #2</b> <ul style="list-style-type: none"> <li>Program submitted as part of application package. Reviewed against TPL's program proposal criteria.</li> </ul>	<b>10</b>
	<b>Reference Letters</b> <ul style="list-style-type: none"> <li>A minimum of two (2) current reference letters. Quality and relevancy of the references.</li> </ul>	<b>5</b>
<b>Interview Evaluation</b>		<b>50</b>
	<b>Professional Experience</b> <ul style="list-style-type: none"> <li>Starting and developing more than one successful small to medium-sized business in Canada</li> <li>A minimum of three (3) years of professional expertise in the areas of entrepreneurship, business development, and community engagement.</li> <li>Expertise in evaluating business ideas and plans against criteria essential for success</li> </ul>	<b>10</b>

	<p><b>Community Engagement</b></p> <ul style="list-style-type: none"> <li>• Experience as a community activator with a proven track record in community engagement and awareness raising in their professional area of expertise</li> <li>• A demonstrated commitment to support Toronto’s Black and entrepreneurial communities, and to educating and inspiring entrepreneurs of all ages and skill levels</li> <li>• Lived experience as a Black entrepreneur, bringing a firsthand understanding of the opportunities and challenges faced by Black entrepreneurs.</li> </ul>	<b>15</b>
	<p><b>Teaching, Coaching and Mentoring Experience</b></p> <ul style="list-style-type: none"> <li>• A minimum of two (2) years of experience in inspiring and mentoring aspiring Black entrepreneurs who have little or no business experience</li> <li>• Experience successfully delivering hands on workshops, engaging audiences, coaching, teaching and public speaking</li> </ul>	<b>15</b>
	<p><b>Communication Skills and Media</b></p> <ul style="list-style-type: none"> <li>• Experience with public communication, i.e. media, lectures, social media, podcasting, public speaking and presentations etc.</li> </ul>	<b>10</b>
<b>TOTAL SCORE</b>		<b>100</b>

### **Applicants Interviews:**


The Library may shortlist up to three of the highest-ranked applicants based on the total cumulative score achieved through the initial evaluation and conduct interviews with them prior to making an award.


### **Creating an Account with TPL's Online Procurement System:**

When registering as a vendor / creating an account with the Library's Online Procurement System (Euna Procurement), respondents will be prompted to enter contact information.

The first field is "Organization Name". As respondents will be registering as an individual and not as an organization, please enter your full name with spaces into this field. Then continue by entering your first and last names in the fields provided as per the example below. In the final two fields, respondents will enter their email address twice for confirmation. Registering an account is required in order to submit a response through the Library's Online Procurement System.


## Register Hide

 **Register as a Vendor**

Organization Name 

First Name	Last Name
<input type="text" value="Jane"/>	<input type="text" value="Smith"/>
Email	Email (Again)
<input type="text"/>	<input type="text"/>

 **Need Help?**  
[Contact Euna Procurement Support here »](#)