

JOB DESCRIPTION

Opportunity & Entrepreneurship Coordinator

FLSA Status: Non-Exempt

Status: Part-time

Reports to: Executive Director

Supervises: none

Travel: Less than 10 days a year

Department: Administration

QUALIFICATIONS:

Bachelor's degree in business, marketing, entrepreneurship, or equivalent combination of education and experience preferred. Experience working with diverse populations preferred. Strong analytical and problem solving skills. Superior verbal/written skills, bi-lingual skills (preferred) and presentation skills. Strong interpersonal skills essential. Strong knowledge and understanding of community resources.

DEPARTMENT PURPOSE: Our community programs seek to deepen our commitment to the community and provide services for all vulnerable populations as well as offer opportunities to bring together the greater community with the populations we serve. The Opportunity Center is intended to support and enhance economic growth and sustainability through vocational training opportunities, human capital and talent development, applied research and innovation, entrepreneurship and business cultivation. MVRCCR provides a combination of programs and services that provide individualized and community-centered activities designed to teach refugees, immigrants and newcomers practical life skills that enhance their ability to achieve self-sufficiency.

JOB PURPOSE: The Opportunity & Entrepreneurship Coordinator will provide administrative and programmatic support to the newly developed Opportunity Center. Responsibilities include increasing the project visibility, fostering relationships with local organizations including post-secondary educational and vocational training institutions, developing partnerships with organizations to facilitate entrepreneurship education and opportunities. Contribute to the development of client entrepreneurial skills; this would include developing trainings, workshops, and other client engaged learning programs. Develop and maintain stakeholder and community partner relationships, develop and lead marketing and public relations plans to promote the program in the community which drive future participation, sponsorships, other funding, and policymaker support.

Primary Functions

- Coordinates day-to-day operations of the Opportunity Center.
- Collaborates with community stakeholders and advances partnerships to stimulate economic development.

- Coordinates and schedules events and trainings in partnership with community partners.
- Other program related tasks or special projects as assigned.
- Plans and designs culturally and linguistically appropriate entrepreneurship opportunities for clients.
- Works in conjunction with bilingual staff and case workers to refer clients to efficient services in the community.
- Assists with identifying funding resources for projects.

Other Functions

Ensures programs are administered in accordance with federal and state regulations and in compliance with contract/funding requirements.

Coordinates services with other departments of the MVRCCR to assure clients receive a full range of services provided by the agency.

Participates in agency long range planning to assure future growth and development of MVRCCR.

Any other duties required by the agency, contracts or the supervisory management or the Board of Directors of the agency.