**Position Opening: Program Coordinator – Part Time 20 hours/week**

**Economic Growth Business Incubator (EGBI)** has a part time (20 hours per week) position available for a program coordinator to assist in supporting people to develop businesses in Austin and the surrounding area. The work would be mainly afternoons and evenings depending on the workshop calendar. The position reports to the Program Director. This is a 2 year grant position.

EGBI is a nonprofit business incubator that believes that all businesses should be profitable, sustainable and an asset to the community. We provide training, coaching and support to aspiring and existing small business owners who face barriers to growing a successful business. We are agnostic about the types of business we work with, expecting the business owner to bring knowledge and experience in their chosen industry.

**Job Description**

Support our workshop series

* Manage the logistics of workshops including managing volunteer instructors, preparing workshop materials, preparing the room, etc
* Assist in the delivery of interactive workshops on business principles primarily in Spanish; train to be the lead instructor for certain workshops
* Manage class schedules and student information in Salesforce

Provide coaching support to clients

* Meet with clients the first time to evaluate how EGBI can be supportive
* Learn the EGBI system of coaching. Provide follow up coaching and support to clients to keep them on track
* Provide support to cohorts to keep them moving forward with planned activities and workshops.
* Research and develop resources for clients to help in marketing their products/services

Marketing and outreach

* Meet with partner agencies and others to generate new clients

**Requirements**

Spanish bilingual/bicultural required

Bachelor’s degree desired. Experience may substitute.

The ideal candidate will have the following demonstrated experiences:

* Facilitating workshops and meetings.
* Supporting logistics for events.
* Computers: MS Office Suite including Word, Excel, and PowerPoint

In addition, the ideal candidate would have a combination of at least 2 of the following experiences:

* Experience in arts/crafts
* Experience as a business owner
* Experience in marketing or financial analysis
* Demonstrated interest in technology and social media as a resource for entrepreneurs
* Experience building strong working relationships.
* Example of problem-solving ability.
  + Experience with group process, group dynamics and managing conflict.

**To apply:**

This position is open until filled. Interviews will begin in January, 2019. Send resume and cover letter explaining your interest in this position to:

Joni Foster

Program Director

[joni@egbi.org](mailto:joni@egbi.org)

No phone calls please. Please visit our website for more information about us at [www.egbi.org](http://www.egbi.org)