



## **Small Business Program Coordinator** **Job Description**

We are looking for an outstanding Small Business Program Coordinator to provide support to a new program to assist women and minority owned businesses. You will help in planning and organizing programs and activities as well as carry out important administrative duties, including program engagement tracking.

### **Key Responsibilities**

Underneath the direction of the Executive Director, the Small Business Program Coordinator's responsibilities will include tracking goals and objectives for the Leadership Foundation's small business support program, coordinate events and training programming, interact with program participants, coordinate and oversee resources, managing timelines and deadlines, tracking progress, and reporting on outcomes. Other duties will include identifying potential risks or obstacles and being able to successfully develop contingency plans to address them.

### **Program Coordinator Responsibilities**

- Assist in planning and coordination of Small Business Resource Program and its activities.
- Maintain and update records of program enrollees.
- Interact with program enrollees to keep them informed of upcoming events, program updates, program opportunities, deadlines, logistical information, program surveys, mentorship, and other needs as identified by the Project Director and Executive Director.
- Track all grant requirements, expenditures, reimbursements, and program metrics.
- Interface with Vegas Chamber to ensure enrollees receive Vegas Chamber membership and the benefits that come with it.
- Track utilization of Vegas Chamber membership.
- Coordinate program calendar and all logistics for programming including event planning and set up.
- Develop and maintain relationships with external partners to facilitate program operations.
- Assist with Leadership Foundation grant writing, sponsorships, and fundraising initiatives.
- Coordinate and maintain program curriculum, materials, and equipment.
- Assist in program marketing and outreach strategies to increase awareness and attract new businesses into the program.
- Assist in analyzing program data by tracking and reporting program outcomes to identify areas of improvement.
- Facilitate and coordinate program resources and deliverables between departments.
- Ensure technology is used correctly for all operations (video conferencing, presentations etc.)



- Support Leadership Foundation programs as needed

### **Requirements and skills**

- Detail oriented and ability to manage data and multiple projects, including events
- Customer-oriented
- Ability to process and track budgets, invoices, and reimbursements
- Ability to track grant requirements and program metrics
- Tech savvy. Proficient in MS Office, Excel, Google forms, and database tracking
- Able to carry 35 lbs.
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- Bachelor's degree preferred
- Having personal transportation and car insurance
- All other duties as necessary and assigned by Executive Director