



## Program Coordinator I

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### Job Overview:

We are seeking a dynamic and dedicated Program Coordinator to lead our Entrepreneur Education and Community Engagement initiatives. This role will work closely with organization leadership in designing, implementing, and managing programs that support entrepreneurs in our community. The primary focus for this candidate will be to engage actively in the community with stakeholders to identify opportunities for partnership, collaborations, and program facilitation for overall entrepreneur focused programming.

### Key Responsibilities:

#### Program Development:

- Research current trends in the industry to determine viability and opportunity programming.
- Collaborate with stakeholders to define program goals, objectives, and outcomes.
- Create and oversee a comprehensive program strategy and roadmap.
- Assist with development of program structure and potential curriculum for entrepreneur education.

#### Educational Content:

- Research and curate relevant educational resources and materials.
- Design and deliver workshops, seminars, and training sessions for entrepreneurs.
- Identify and secure subject matter experts and guest speakers.

#### Community Engagement:

- Establish, nurture, and maintain relationships with community stakeholders, organizations, educational institutions, and business owners to promote entrepreneurship and community engagement.
- Organize outreach events, workshops, and community-building activities to connect entrepreneurs with resources, programming, and opportunities for growth.
- Encourage collaboration and knowledge-sharing within the entrepreneurial community.

#### Team Dynamic

- Work closely with organization leadership on all aspects of the role.
- Serve as Supervisor to Assistant Coordinator, monitoring work performance and daily task
- Collaborate with internal team to ensure workplace culture is present in all activities.
- Communicate program updates, achievements, and impact to internal and external audiences through reports, presentations, and social media platforms.

#### Evaluation and Reporting:

- Identify funding opportunities to support entrepreneurship education and community engagement programs.

- Prepare grant proposals, reports, and presentations to secure funding from various sources.
- Monitor program performance and collect feedback via surveys, analytics, and other reporting.
- Analyze data to assess the impact of the programs and make improvements accordingly.
- Prepare regular reports and presentations for stakeholders.

**Budget Management:**

- Develop and manage program budgets, ensuring resources are allocated efficiently.
- Seek grant funding and partnerships to support program sustainability.
- Determine alternative ways to support initiatives such as in-kind, partnerships and monetary contributions.

**Marketing and Promotion:**

- Develop marketing and outreach strategies to attract program partners and participants.
- Create promotional materials, including brochures, websites, and social media content.
- Serve as the community ambassador for organization while networking and engaging

**Compliance and Legal Requirements:**

- Ensure program compliance with all relevant laws, regulations, and industry standards.
- Secure any necessary permits or licenses for program activities.
- Communicate effectively with organization leadership on any challenges or needs related to job performance.

**Qualifications**

- Proven experience in program management, entrepreneurship, or community engagement.
- Strong project management skills with the ability to meet deadlines and manage resources effectively.
- Excellent communication and interpersonal skills to build relationships and engage with various stakeholders.
- Knowledge of entrepreneurship practices, learning mediums principles, education, and general concept
- Proficiency in data analysis and reporting.
- Ability to work independently and as part of a team.
- Strong organizational and problem-solving skills.
- Grant writing and fundraising experience is a plus.

The Program Coordinator I position offers an exciting opportunity to make a meaningful impact on the entrepreneurial ecosystem. If you are passionate about entrepreneurship, education, and community engagement, and possess the skills and experience to lead such initiatives, Foundations Entrepreneur Development Company is the place for you. We are an equal opportunity employer, committed to diversity and inclusion. We welcome applications from candidates of all backgrounds and experiences.