



## Program Facilitator

Foundations Entrepreneur Development Company's mission is to educate and empower aspiring and startup Entrepreneurs with the knowledge, tools and resources needed to start, grow and sustain in business. Through various programs, workshops and trainings, we work with local stakeholders and subject matter experts to administer programs that will help participants achieve their next level of success.

### Role of a Facilitator

The role of a Facilitator is to provide instruction for chosen subject matter(s) as part of the Entrepreneur Development Program. Programs are offered in 8, 12 and 16-week sessions with various topics represented each week. Facilitators can choose which subject matter they would like to facilitate, and can be assigned to that subject matter across multiple cohorts if they choose to do so. Sessions can be offered in the following time frames, and may be performed in-person or via a virtual platform (depending on the organizational need)

- 1 evening per week from 6:00pm-8:00pm
- 1 morning per week from 9:00am-11:00am
- Saturday mornings from 9:00am-11:30am

Facilitators will be provided session topic and objectives and will be asked to provide content focused on the information provided with supporting "homework" or a post session task.

### Requirements

- Prior professional experience in the subject matter interested in Facilitating
- Must be or has been an Entrepreneur or closely familiar with the Entrepreneur process
- Proven experience providing content to participants in speaker/facilitator role

### Working Conditions

Depending on the format of the session (in-person or virtual), Facilitation will be done accordingly. If in-person, Facilitator will be asked to arrive to the session site no later than 30 minutes prior to the start of the session to set up and prepare. If virtual, visual presentation should be prepared to capture and maintain participants attention. Access to the session will be at the discretion of the program administrator. Sessions should be conducted in an engaging manner. It is asked that the sessions not be conducted in lecture style, but rather conversational engagement among session participants.

### Compensation

Facilitator rates range from \$25-\$35 per hour based on length of course.

**If you have any additional questions regarding this opportunity, please contact us at  
[admin@foundationsedc.co](mailto:admin@foundationsedc.co)**