

Title: Program Coordinator

Status: Full-time, Exempt

Pay Range: \$48,150-\$58,850 annually; bonus eligible

Benefits: PTO, Medical (50% employer contribution), Dental & Vision (employer paid), 401k plan with a 3% match, and an annual Professional Development, DEIA Development, and Personal Wellness contribution

Reports to: Site Activation Manager

Location: Hiring 1 position to serve the San Luis Valley and SW Colorado areas

Travel: Must have a car and be able to travel throughout the San Luis Valley and SW Colorado areas

Hours: 40 hours a week, must be able to work evenings between 4pm-8pm Monday-Thursday during core programs, otherwise, hours are standard 9am-5pm Monday-Friday (flexible)

Language Requirement: Bilingual Spanish and English Required

Rocky Mountain MicroFinance Institute (RMMFI) is a business incubator and financing program focused on reimagining social and economic mobility. RMMFI relentlessly focuses on its North Star - *People are unstoppable forces. Life circumstances are real and sometimes overwhelming, yet they should not determine what we can do in the present or be in the future. We believe everyone should be free to make choices to activate the possible. RMMFI creates the space for communities and people of all backgrounds to realize their unique potential through the power of entrepreneurship.* More information about RMMFI can be found at www.rmmfi.org.

Description: The Program Coordinator plays an important role representing RMMFI in the community in order to build awareness of RMMFI's value and impact and generate a sustainable pipeline of entrepreneurs, volunteers, and referral partners. This position is responsible for entrepreneur and volunteer leads, leading and attending outreach and recruitment events, and tracking pipelines and conversions in order to meet organizational goals for program participation and growth. Under the supervision of the Site Activation Manager, this position will be responsible for the delivery of RMMFI's core education programming in both English and Spanish (not at the same time) in the Idea & Launch phases. Business Idea Lab (Idea) is a 4-week introductory program designed for aspiring entrepreneurs to explore business ownership. Business Launch Boot Camp (Launch) is a 12-week intensive program designed to bring a 10-12 entrepreneur cohort from Idea to Launch. As RMMFI's programming develops, this position may be asked to facilitate additional sessions.

Competencies and Responsibilities:

Core Competencies

- Ability to build networks and trusted relationships with both individuals and organizations.
- Capable of teaching in a differentiated learning environment with a variety of education levels and learning styles
- Willingness to be flexible and meet individuals and groups where they are with an aptitude for motivating people toward action by helping them overcome fear or other personal barriers
- Experience (personal or professional) with the barriers faced by under-resourced individuals and communities
- Ability to communicate details and key messages in a way that is relevant and approachable to the audience
- Comfort with using or learning data tracking and reporting tools
- Commitment to an equity-informed approach to outreach, recruitment, and education
- Clear communication, both oral and written

Primary Responsibilities

Program Recruitment

- Represent RMMFI in the community by presenting to groups and organizations and leading monthly RMMFI Info Sessions, utilizing the brand platform and key messages to ensure relevancy and consistency of external communications.
- Establish initial contact and follow up with prospective entrepreneurs and volunteers.
- Continually improve and evaluate current and potential diversity recruitment practices, ideas, opportunities, and affinity partnerships to increase the ability to source diverse participants.

Program Facilitation

- Oversee and deliver the RMMFI educational programs from end-to-end. Including, but not limited to, classroom facilitation, planning, communication, event preparation, and data & document collection. (hybrid format)
- Facilitate all educational programming that typically occurs from **4-8pm on Monday - Thursday during a program cycle**. Must maintain consistent office hours for make-up sessions and one-on-one support for entrepreneurs which may need to be in-person.
- Support with the continual updating of the curriculum to ensure community relevancy.
- Build trust and cultivate genuine relationships to consistently and effectively respond to common entrepreneur inquiries or issues in a timely manner. Escalate personal/academic issues to the Site Activation Manager. Conduct oneself in a professional manner at all times, including refraining from conflict-of-interest activities and maintaining nondiscrimination policies in all areas of practice, regardless of race, age, religion, sex, national origin, disability, or veteran status.

Administrative Functions

- Track and report entrepreneur and volunteer progress through the program pipeline from lead to program participation using the CRM.
- Complete various administrative tasks on a weekly basis, including recording attendance, collecting homework and presentation slides, reviewing business plan materials, as well as regular internal meetings with supervisor, team, & all-staff.

Apply

If interested, please submit a resume and cover letter to jobs@rmmfi.org with "Program Coordinator" in the subject line. Applications close Friday, May 12th.

Timeline

The anticipated start date for this position is Tuesday, June 20th. Phone interviews will be conducted the week of May 15th and Zoom interviews will be held the week of May 22nd.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job. In all their dealings, the Rocky Mountain MicroFinance Institute does not discriminate based on: age; ancestry; creed; color; mental or physical disability; gender; gender identity, expression or characteristics; marital status; national origin; political service or affiliation; race; religion; sex; sexual orientation; veteran status; or any other classification protected by federal, state or local law. RMMFI is also committed to an equitable and inclusive work environment. Revised 25 April 2019