**Position Title:** Program and Operations Manager  
**Status:** contract, no benefits  
**Contract Period:** August - December, 2023  
**Compensation:** $4,200/month  
**Hours:** 25hrs/week, remote, flexible - must be available for programs and for (mostly virtual) planning meetings during the day

**Position Overview**  
The Program and Operations Manager serves as the main contact person and lead in the planning, implementation, and evaluation of EEC’s programs and events including but not limited to the Tech Side Hustle Program, Tech Internship Program, Learning Lunch Series, FutureLand, and ideaLabs Pitch Competition working closely with the Entrepreneur-in-Residence and in collaboration with the CRO and CEO. In addition, the Program and Operations Manager is responsible for maintaining the organization’s subscriptions to online platforms, managing a communications calendar, and for providing support to EEC committees.

**Organizational History**  
EEC was formed in 2007 to serve as the linchpin of collegiate-based entrepreneurship programs in Northeast Ohio. Working with 13 member institutions, the EEC often provides the first entrepreneurial experience to a diverse group of students, fostering a creative spirit and mindset that enables students to become better prepared to enter the workforce, no matter their field of study. EEC is a 501(c)3 organization governed by a Board of Directors. The organization is supported by grants, sponsorships, service fees, and membership dues.

EEC is Northeast Ohio’s collegiate hub for entrepreneurship education, co-curricular student learning, faculty development, and ecosystem connectivity and networking. EEC brings value to faculty and students by connecting them to educational and networking opportunities, funding, and to peers across the full youth, collegiate, and adult ecosystems through strategic partnerships. EEC brings value to the business community by connecting them to the local college student population and by developing the entrepreneurial mindset in innovative students who are a crucial part of the region’s talent pipeline.

**Key programs**  
**Tech Side Hustle**’s goal is to identify high-potential tech startups led by undergraduate or graduate college students in the EEC ecosystem and provide them with content in a bootcamp format, mentoring, and technical support. As a result of Tech Side Hustle, participating students will master basic business concepts, become familiar with local entrepreneurship resources, develop a support network, and feel comfortable launching or growing their business in Northeast Ohio. Program graduates should be able to successfully position themselves for regional and national pitch competitions, accelerator programs, and initial investments.
The EEC Internship Program supports local workforce development initiatives by matching students from the EEC community with local tech startups for a semester-long internship. EEC is committed to reaching underrepresented students and students with a wide range of skill sets that are needed to make a startup successful. In addition to working at a local startup, students participate in networking events and workshops to further develop their soft skills and entrepreneurial mindset.

EEC Learning Lunches are webinars offered to EEC faculty, staff, and guests as a peer learning opportunity. These conversations often feature guest speakers and focus on current trends and developments in the entrepreneurship education field.

Additional planned Fall 2023 programs include but are not limited to tech micro-credentials for students and EEC-led activities at FutureLand.

Essential Duties and Responsibilities

- Be familiar with and committed to program goals and desired outcomes
- Ensure programs operate through a diversity, equity, and inclusion lens
- Market programs in collaboration with EEC team and serve as the face of the programs in the (student) community
- Lead student recruitment, application, interviewing, matching, and onboarding processes
- Recruit guests and subject matter experts on relevant topics for workshops/events in collaboration with EEC team
- Finalize program components (matching, content delivery, mentoring, networking, presenting, graduation, feedback, evaluation, etc.)
- Serve as a mentor and coach for students
- Create resource documents, surveys, reports, and share best practices
- Help establish and capture success metrics and measurement processes for programs,
- Be available to provide feedback and testimonials to EEC staff, funders, and board members
- Provide support to EEC working groups and committees
- Provide event management support at EEC Annual Meeting
- Serve on the communications team that manages EEC social media and announcements
- Create and maintain program and communications calendar, newsletter database
- Update EEC website program pages as needed
- Maintain EEC’s online subscriptions and tools

Duties and responsibilities may change over time to match the organization’s needs.
Competencies Valued:

- **Creativity**: Explores new ideas and ways to reach program goals, finds inspiration in wide range of sources
- **Interpersonal Savvy**: Able to build and maintain effective relationships with people of different backgrounds, experiences, and perspectives internal and external to the organization
- **Communications**: Clearly and effectively creates and presents ideas, practices active listening, can effectively present information with attention to detail, facilitates meaningful discussions, and can adjust both proactively and on the fly to the audience and their needs
- **Perseverance**: Pursues goals without giving up and tries different strategies in the face of resistance
- **Team-Mindedness**: Recognizes and supports team dynamics and actively contributes to idea generation, problem solving, and innovation for our organization and the regional ecosystem

Required Qualifications:

- Reliable professional environment for remote work (laptop computer, cell phone, internet, printer) and transportation to EEC events and meetings
- Firm understanding of Microsoft Office and G-Suite Tools
- 3+ years of experience in leading successful programs at a non-profit organization or educational institution
- Familiarity with the Northeast Ohio entrepreneurship ecosystem and key entrepreneurial concepts is a plus

Interested applicants should submit a resume and cover letter to Reka Barabas, Chief Relationship Officer at reka@eecohio.org. Please make the email subject line “Your Name Application” The position is open until it is filled. Interviews start on June 19, 2023.