

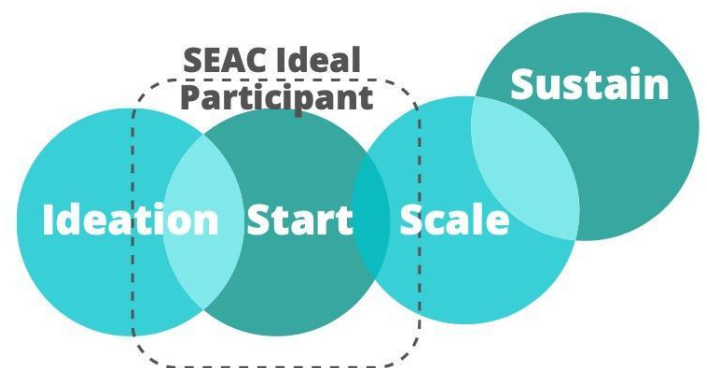
Company Purpose

SEA Change is a Social Enterprise Accelerator. We provide data-proven training to help social entrepreneurs:

- Develop a sustainable business model,
- Determine their meaningful social impact, and
- Access the tools they need to successfully launch their business.

Our primary focus is on late-stage ideation, start, and early-stage scale organizations. We recognize there's a need for support even when an idea is not fully formed and vetted, and a gap in the ecosystem at this stage. After participating in our programming, entrepreneurs have a clear path forward.

In 2019 we soft launched two new delivery methods for our curriculum – Online and Affiliate Partnership.



Organization Values

- We are honest.
- We try our best.
- We learn and improve.
- We work as one team.
- We have fun.
- Everyone is our customer.
- We do *what* we say we're going to do, *when* we say we're going to do it.

Role Overview

We are currently in need of a passionate, self-motivated individual to help manage the 2023 Northeast Ohio program.

Dates: 1/5/2023 – 6/30/2023

Hours/Week: 8- 10 hour per week position with flexible hours that will vary week to week. Candidate must be available for program sessions (mostly Monday or Wednesday evenings and for the June graduation event).

Location: This position is mostly virtual serving Northeast Ohio. We are planning a handful in-person gatherings and meetings and an in-person graduation event.

Compensation: \$5,000 - \$6,000 for the project; commensurate with experience (*paid monthly*)



Program Coordinator Job Description

The SEA Change Program Coordinator is responsible for assisting the NEO Market Manager in the **planning and execution of our Signature Cohort program, recruitment and retention of entrepreneurs and advisors** from our target market, and **planning and executing a pitch event** at the culmination of the cohort experience. The Coordinator is responsible for many “behind the scenes” components of running a program (managing paperwork, space or virtual session logistics, access to online platforms, etc.) as well as some “forward facing” support tasks (communication with our participants, facilitators and mentors, etc.). The Program Coordinator will maintain the **highest level of “customer service”** communication to all involved parties.

Activities

- Assist the Market Manager in the planning and execution of a Social Enterprise accelerator program which will run annually in Northeast Ohio. This includes aspects of recruitment, selection, implementation, follow up, and communication, etc. for the cohort.
- The Coordinator will attend each week of the program (usually Mondays or Wednesdays 5:30-8:30pm in 2023 between late February and early June).
- Assist in planning and execution of a final pitch event each year.
- Regularly communicate via Slack and email with the participants of the program.
- Participate, as needed, in recruitment efforts. Attendance at in person events may be necessary.
- Working closely with colleagues on marketing materials and other needed collateral (as needed)
- Contributing to team effort by accomplishing related results (as needed)

Other Qualifications

The SEA Change Program Coordinator will have and maintain the following qualifications:

- Excellent Customer Service Skills
- Autonomous worker – internally motivated and highly organized
- Interest in Social Enterprise
- Excellent Interpersonal skills
- Presentation skills
- Creativity - “Outside of the Box” thinker
- Prioritization skills
- Excellent written and verbal communication skills
- Ability to function and communicate using a variety of technologies (G-Suite, Slack, Thinkific, project management software, etc.)
- Interest in open and honest feedback cycles



Program Coordinator Job Description

How to Apply

If interested, please submit your resume (as a pdf attachment) to Reka Barabas at rbarabas@seachng.org starting November 21, 2022.

Please make the email subject line "Your Name – application"

Please address the following questions in the body of your email: What assets are you bringing to this role? What do you hope to gain if you join SEA Change for this season?

Applications are reviewed on a rolling basis with a target start date of 1/5/2023. We look forward to hearing from you!