



ACEnet Seeks New Team Member as Microenterprise Field Trainer & Coordinator

POSITION/JOB DESCRIPTION

Title:	Microenterprise Field Trainer & Coordinator
Department:	Programming
Reports To:	Executive Director
Supervises:	N/A
FLSA Status:	Non-Exempt
Hours of Work:	40 hours per week, with occasional night and weekend requirements
Pay Range:	\$14-16/hour, commensurate with experience

Job Summary

The Microenterprise Field Trainer & Coordinator will provide training and technical assistance to targeted populations via workshops, webinars and 1-1 interactions. This position will work in multiple sectors, including Microenterprise, Ex-Offender Reentry and Food Ventures. This position also plays a role on the ACEnet team and provides customer service and other activities that support our mission of growing the regional economy by supporting entrepreneurs and strengthening economic sectors.

The Microenterprise Field Trainer & Coordinator will build upon current and ongoing programs in a directed and coordinated way so as to maximize positive outcomes for all stakeholders. This position reports to ACEnet's Executive Director, and is a full-time, hourly position with occasional nights and weekends required. Paid time off and health insurance benefits are included in the compensation package.

Essential Functions

Training & Technical Assistance

- Assist in development and delivery of a variety of workshops and webinars
 - Social Media, Marketing, and Business Basics
- Work with partners to develop workshop schedules, webinars & training promotions
- Provide 1-1 technical assistance

Re-entry

- Population outreach

- Provide additional support to existing staff to strengthen our technical assistance delivery through regional field offices and webinar platforms to new and current entrepreneurs in a five county region.
- Develop cross promotion activities for microenterprise workshops, webinars and technical assistance referrals

Social Media

- Create content for & post to ACEnet Facebook, Instagram, Twitter & Youtube accounts

Targeted Populations

- Food & Agriculture Entrepreneurs
- Ex-offender Reentry Individuals
- Women Business Owners

Knowledge, Skills, and Abilities

- Excellent writing and verbal communication skills
- Experience with all MS Office programs
- Experience planning and facilitating workshops and webinars
- Detail oriented and consistent follow-through with minimal supervision
- Able to work on multiple projects at once
- Knowledge of sustainable development and building healthy communities and strong local economies

Minimum Qualifications

- Four year college degree or equivalent from a combination of formal education and relevant experience
- Valid driver's license and vehicle with willingness to travel to field offices regionally
- Ability to work at a computer
- Patience, flexibility, cross-cultural competency

NOTE: The above job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.