



## **Enterprise for Equity**

Staff Position Description: Mason Program Coordinator  
10 to 20 hours per week/.5 FTE (Contractor) - \$20.00 per hour

### **Summary:**

As a staff member of Enterprise for Equity (E4E), the Program Coordinator to be responsible for asset building and business development program activities, including program outreach, administration and operations as well as fund development and meeting facilitation. All program activities will take place in Mason County.

### **Reports to:**

Enterprise for Equity & Asset Building Coalition (ABC) Mason Executive Committee.

### **Job duties:**

- Provide outreach, networking and connections within Mason County on all programs
- Maintain positive relationships and stewardship of coalition partners, support retention and further recruitment
- Ensure that policies, procedures, and documents relating to grants and programs are complete and up to date
- Participate in all program activities – fundraising efforts, Super Saturday, Coalition meetings, Earned Income Tax Credit (EITC) awareness, training and community and statewide events, etc.
- Attend local events and community gatherings as representative of ABC Mason and E4E
- Facilitate monthly Coalition meetings and lead program Information Sessions
- Manage media campaigns on all programs
- Promote economic and social benefits of asset building and business development programs
- Accomplish fund development activities like grant writing, sponsorship and other fundraising activities
- Report on budget and program activities on a monthly basis

### **Qualifications:**

- At least two years' previous experience in nonprofit program management
- Lives in Mason County
- Strong experience with diverse communities including veterans, people with limited incomes/disabilities, etc.
- Familiarity asset building programs: Bank On, Money Smart, Earned Income Tax Credit;
- College- or graduate-level coursework or equivalent experience in grassroots outreach programming
- Some business background/familiarity with the needs of small businesses
- Experience with health and human service programs in a rural community
- Experience in and commitment to social justice and equity issues
- Must have a valid driver's license, a good driving record, be insured and able to provide own transportation to and from activities in and around Mason County.

### **Skills:**

- Ability to communicate complex ideas very simply, and clearly
- Self-driven initiative and performance of the highest quality and integrity, with keen attention to detail
- Possess leadership qualities, be able to manage group interactions
- Demonstrate excellent communication skills, both verbally and written.
- Possess the ability to inspire and motivate others
- Be highly organized, able to track programs, details, logistics, and data
- Demonstrate strong presentation, group facilitation skills and be able to speak comfortably in public
- Be able to write grants / fund raising skills
- Produce meeting minutes/complete reports
- Possess strong leadership skills that develop and engender trust

**Please send inquiries, cover letters, and resumes to Beth Henriquez: [beth@enterpriseforequity.org](mailto:beth@enterpriseforequity.org)**

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