



Enterprise for Equity

Small Business Facilitator / Rural Outreach Coordinator

20 hours per week/.5 FTE (Contractor) - \$25.00 per hour

Summary:

This facilitator/coordinator role is responsible for outreach, connections and programming to promote E4E services. The person filling this position must be able to work remotely as well as travel to downtown Olympia regularly for meetings in addition to working in multiple locations throughout Western Washington (primarily, Wahkiakum, Grays Harbor, Pacific, Lewis, Mason, Thurston, Pierce, Clallam, Jefferson counties)

Job duties:

- Facilitate community engagement through outreach and connections with veterans, family members of veterans, non-profits, conservation partners, agricultural networks, public agencies, entrepreneurs, businesses, tribes, colleges, people with disabilities, etc.
- Strengthen and maintain new and existing relationships, build networks and manage media campaigns
- Organize events and facilitate meetings with stakeholders on business resources and financing options
- Speak comfortably in public, manage group interactions and problem solve
- Represent Enterprise for Equity at regional events and community gatherings
- Raise awareness and facilitate Information Sessions throughout rural communities in Western Washington
- Share information/resources with entrepreneurs and partners about E4E business planning resources
- Schedule meetings, prepare materials, provide information, follow-up with resources and connections
- Communicate (both written and oral) complex ideas simply and clearly
- Produce meeting minutes, complete reports, track contacts, activities, events and provide clearly written reports

Qualifications:

- Demonstrated experience working in support of veterans and their families struggling with the transition from military service to civilian life
- Deep understanding of rural communities, challenges, issues and solutions
- Strong experience working with people from diverse communities and cultural backgrounds
- Training background and at least two years' previous experience in nonprofit related work
- Demonstrated experience with outreach, community organizing and partner development
- At least 2+ years of experience with demonstrated knowledge of adult learners
- Prior business ownership/management experience, business management experience, etc.
- Knowledge of business marketing, accounting/ financial management and business plan development
- Demonstrated experience supporting people with limited incomes and people with disabilities
- Self-driven with ability to provide high quality work with integrity and attention to detail
- Experience or familiarity working with people exiting from the prison system
- 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 Western WA

Skills:

- Possess strong leadership skills that develop and engender trust
- Experience in and commitment to social justice, diversity, inclusion and equity priorities
- 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

Please send inquiries, cover letters, and resumes to Beth Henriquez: beth@enterpriseforequity.org by November 20, 2019. Position open until filled.

Enterprise for Equity is an equal opportunity provider. In accordance with Federal law, we are prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.