



Job Description

Great Lakes Women's Business Council Program Coordinator

Great Lakes Women's Business Council (Great Lakes WBC) is a nonprofit champion for women and minority businesses. We provide access to capital, certification for women-owned businesses, corporate contracting opportunities, and small business educational support.

Reports To:

Program Manager, Women's Business Center

Objective:

The primary responsibilities of the Program Coordinator are to maintain and develop excellent communication between the Wayne County Program staff and its clients, potential clients, and the communities it serves through outreach, virtual meetings, and coordinate website and social media updates with GLWBC Marketing team.

Responsibilities

- Implement and maintain the Master Wayne County Program calendar for trainings, events, and seminars
- Qualify potential new clients through the intake request application, registration process, and setting up initial consultations
- Assist clients with accessing program resources
- Coordinate all announcements and event flyers to client database
- Administer client surveys, receive results, and prepare dashboard for Program specialists
- Report training and counseling data into EDMIS spreadsheet
- Assist with the coordination of events
- Coordinate with GLWBC Marketing team for promoting events
- Craft and administer post event surveys to capture client feedback
- Promote the Michigan Women's Marketplace via www.miwomen.com website and encourage clients to register

Skills:

- Interpersonal Skills
- Oral/Written Communications
- Organizational Skills
- Safeguarding program confidentiality
- Project Management Experience
- Strong analytical and Innovative skills
- Collaboration

Qualifications:

- Associate degree or equivalent experience is required. Bachelor's degree preferred.
- Three or more years of enjoyable customer service experience
- Ability to work independently as well as with committees and in team settings.
- Proficiency in MS Word, Excel, and Power Point and Microsoft Outlook.

Application Process:

Submit resume to Kelly Hill khill@greatlakeswbc.org. No phone calls will be accepted regarding this job posting. For additional information please reference the website, www.greatlakeswbc.org