



JOB DESCRIPTION: Entrepreneurial Communities Coach

Reports to: Chief Program Officer

Status: Exempt

Hours of Work: Full Time

Posted: January 13, 2017

Job Summary

The Entrepreneurial Communities (E-Communities) Coach is a 3 year, Appalachian Regional Commission funded position bringing together leadership teams in communities in Athens, Vinton, Perry, Morgan, and Meigs Counties to build their capacity to support entrepreneurship and innovation. E-Communities is a strategy developed by the Center for Rural Entrepreneurship, the recipient of the ARC grant. With over 15 years of experience using this approach, the Center is partnering with Rural Action, the WV Community Development Hub, and the Foundation for Appalachian Kentucky to implement this approach in their states. Entrepreneurial Communities are those that build cultures supportive of entrepreneurship and innovation, and use this approach to develop their communities in new ways.

The E-Communities Coach will be trained in, coordinate, and apply the knowledge and experience of the Center for Rural Entrepreneurship to southeast Ohio communities over the 3 years of the project. The Coach will be an outgoing network and community organizer, passionate about rural places, and interested in using entrepreneurship (social, private, public) as a force for economic improvement in small Appalachian Ohio towns.

Through this strategy, the Coach will bring new leadership and organizing capacity to small towns that will help them grow entrepreneurial activities, strengthen existing businesses, and establish new ways of doing local development. The Coach will also work with Rural Action's Social Enterprise Coordinator to connect communities with work in asset-based sectors like food, forestry, energy, and tourism.

Rural Action is Southeast Ohio's premier community-based sustainable development organization. We have been on the ground working in communities for 25 years. Nationally recognized for our work in sustainable development, we work with the people of Appalachian Ohio to build up and strengthen our assets for economic opportunity, environmental restoration, and stronger communities for the long-term.

Essential Functions

- Facilitate and manage the E-Communities approach for Rural Action by recruiting and supporting leadership teams in up to 7 local communities;
- Bring together leadership teams from around the Ohio E-Communities footprint to work, train, and track progress together;
- Help map each communities' entrepreneurial ecosystem, service providers, and how they can support community projects and plans;
- Provide ongoing coaching support to local leaders and teams in pursuit of their goals and plans;

- Facilitate entrepreneurial asset mapping by leadership teams;
- Coordinate any and all training for local communities, partners, and Rural Action staff and AmeriCorps members;
- Develop sustainability plans with communities to continue the E-Communities approach and implement local plans;
- Complete all data collection (in numbers and stories) required for ARC progress and final reports;
- Assist with ongoing project assessment and improvements as well as overall program evaluation;
- Manage and monitor the E-Communities budget;
- Collaborate closely with the Social Enterprise Coordinator and other Rural Action staff to connect projects and programs with sector based development;
- Collaborate closely with the Social Enterprise Coordinator to enhance the region's entrepreneurial ecosystem and support local businesses through training and assistance;
- Coordinate project documentation through storytelling and video;
- Manage all E-Communities communications not specific to a local community including social media postings, news releases, and newsletter articles;
- Participate in Rural Action events and programs as required, and support membership building for Rural Action;
- Other duties as assigned.

Knowledge, Skills and Abilities

- Proven networker;
- Experience recruiting, coaching, and training volunteers;
- Passion for and knowledge about Appalachian Ohio communities and people;
- Ability to work with people from diverse socio-educational-economic backgrounds;
- Ability to write accurate reports and track information accurately;
- Ability to understand and follow the details of a federally funded project;
- Strong interest in learning about community development and entrepreneurship.

Minimum Qualifications

- At least a two-year degree in Business Administration, four year preferred, or related experience;
- Working knowledge of standard computer software – MS Word, Excel;
- Working knowledge of social media such as Facebook and Twitter postings;
- Ability to work weekends and evenings;
- Valid driver's license and access to transportation;
- Ability to work at a computer for several hours at a time;
- Ability to walk over several blocks or on uneven ground.

Preferred Qualifications

- Experience creating businesses or supporting entrepreneurship;
- Experience writing press releases, posting on social media, and doing presentations.
- Experience working with customer relationship management systems like Salesforce.

To apply, please send a cover letter and resume outlining your experience as it relates to this job description. Send materials to info@ruralaction.org, subject heading: E Communities Coach. The position will remain open until a suitable candidate is hired. Rural Action is an Equal Opportunity Employer.