



Ohio Stream Restore Corps

Entrepreneurial Communities Outreach and Support Specialist

The Outreach and Support Specialist works closely with the Entrepreneurial Communities Coach to improve the ability of community teams to support their local small business entrepreneurs.

Skills and Qualifications: Must have a high school diploma or GED; an advanced degree or position specific training is preferred. Must have an interest in small business development, working with community volunteers, and coordinating the sharing of information through local networks. Desired skills and abilities include: self-motivation, a desire to learn and grow, excellent written and oral communication, ability to recruit and work with volunteers, knowledge of MS Office programs, social media, and digital newsletter platforms. Must have a valid driver's license, be insured and have own transportation; mileage reimbursement for service related travel is provided. Usual hours of service will be M-F during regular office hours of 9:00-5:00pm. The ability to serve flexible hours, including some evenings and weekends, is needed. Hours may fluctuate, increase or decrease, in consideration of community meetings times and / or attendance at trainings and conferences.

Location: Base of service is Rural Action's Kuhre Center for Rural Renewal in The Plains, Ohio.

Duties and Responsibilities of the AmeriCorp Member:

Working under the guidance of the Entrepreneurial Communities Coach the member will:

- Meet with entrepreneur support teams in communities across a five county area of Appalachia Ohio to document the process of how each team is supporting local business and encouraging new local business ventures, and provide guidance to resources as needed.
- In coordination with the E-Communities Coach and the Social Enterprise Coordinator, lead the design, content planning, and publishing of the quarterly Entrepreneurs in Action newsletter.
- Monitor and update the Entrepreneurial Communities Facebook page content.

- Assist the E-Communities coach with identifying content, planning, hosting, and evaluation of regional entrepreneur support team networking and training events.
- Provide individual assistance follow-up with support team members, stakeholders, and business support service providers as needed.
- Participate in training and conferences as necessary to increase knowledge and gain career networking opportunities, including participation in coaching calls with the Center for Rural Entrepreneurship, and with West Virginia and Kentucky coaches.
- Complete 1 activity report monthly, required timesheets and monthly reports in the OnCorps system online system
- All other duties as assigned within the limitations of this member description.

Additional Information:

No public transportation is available. The Rural Action Kuhre Center is accessible to members of the community with disabilities.

Rural Action, Ohio Stream Restore Corps makes this program available to all without regard to race, color, national origin, sex, age, disability, political affiliation and in most instances, religion.