

Title:	Community Coach
Department:	Entrepreneurial Communities / Social Enterprise
Reports to:	Chief Program Officer
Supervises:	N/A
FLSA Status:	Exempt, Temporary, Grant Funded
Hours of Work:	40
Pay Range:	

## **Job Summary**

The Community Coach is an Appalachian Regional Commission grant-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, and create Entrepreneurial Communities (E-Communities). 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 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. The E-Communities Coach will be trained in, coordinate, and apply the knowledge and experience of Rural Action and its funding partner the Center for Rural Entrepreneurship to southeast Ohio communities.

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 and other Rural Action Program Directors 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 supporting leadership teams in up to four local communities;
- 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;
- 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;
- 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 with Rural Action's Communications department to document the Entrepreneurial Communities project through storytelling, writing, and video;
- Assist with production and distribution of 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;
- Strong communication skills, both written and verbal.

### **Minimum Qualifications**

- At least a two-year degree in Business Administration, four year preferred, or related experience in business, tourism, social work, community organizing, or non-profit organizations;
- Working knowledge of standard computer software – MS Word, Excel;
- Working knowledge of social media such as Facebook and Twitter postings;
- 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.
- Ability to work weekends and evenings as requested. Typical hours are Monday – Friday 9am to 5pm. This position is 40 hours per week.

**To apply, please send a cover letter and resume outlining your experience as it relates to this job description. Send materials to [hr@ruralaction.org](mailto:hr@ruralaction.org) subject heading: Community Coach. The position will remain open until a suitable candidate is hired. For consideration, please apply by May 14, 2019**

**Note: This is a grant funded position. Expected funding is May 2019 to March 2020. Continuation of this position beyond March of 2020 is contingent on continued future funding.**

*NOTE: The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*