

JOB DESCRIPTION

Job Title: Rural Expansion Facilitator –YouthBiz

Organization Segment: Young Americans Center for Financial Education

Reports to: Director – YouthBiz Programs

Status: Exempt

Position Summary:

YouthBiz seeks to provide access to entrepreneurship programming for all students, specifically working with students and schools in low-income communities. This position is responsible for the coordination and delivery of entrepreneurial programming and events in rural communities, specifically the communities of southeast Colorado, for youth (ages 11-18 years old), including YouthBiz In-School Programming, Workshops, YouthBiz Marketplace, and YouthBiz Teacher Information Sessions. In addition, the role includes school outreach, account management, and teacher training.

Position Responsibilities:

- Conduct outreach to schools, teachers, and local organizations to inform them of the benefits of YouthBiz programming.
- Spearhead the expansion of YouthBiz programs into various new markets, specifically rural communities in SE Colorado.
- Facilitate workshops and classes for young entrepreneurs and aspiring entrepreneurs, at various schools in the targeted region.
- Successfully onboard and manage accounts of teachers/schools using the program, from initial conversation through program completion.
- Manage and coordinate the administration and organization of program data collection in each specific targeted region.
- Conduct teacher trainings for YouthBiz programs.
- Actively solicit applications from youth entrepreneurs, encouraging state-wide representation for the annual Spotlight on YouthBiz Stars Business Competition, which celebrates the passion and hard work of young business owners.
- Recruit adult and youth business owners to the YouthBiz Mentorship Program, designed to foster and develop mentor relationships with young entrepreneurs looking to grow their businesses.
- Lead planning and execution of YouthBiz Marketplace in year 2 of target region expansion.
- Coordinate, plan, and execute summer programming for year 2 of target region expansion.

Other Duties:

- Provide support to other programs management team members as required.
- Represent the organization at various functions as needed to promote programs.
- Attend outside activities as requested/required.
- Coordinate/assist with special projects as assigned.
- Perform other duties as assigned.

Knowledge, Skill & Ability:

- Knowledge of the principles and practices associated with effective training techniques as they apply to children and adults.
- Knowledge of entrepreneurship principles and practices.
- Knowledge of effective classroom management techniques, especially for middle and high school students.
- Excellent communication skills, with both children and adults.
- Ability to handle stress and maintain discipline while working with up to 15 children per session.
- Ability to analyze available information and make decisions independently.
- Strong individual contributor able to manage time, priorities, and tasks to accomplish larger initiatives.
- Ability to work occasional nights and weekends.
- Ability to plan, organize, and carry out assignments within given deadlines.
- Excellent attention to detail.
- Proficient using Word, Excel, Microsoft Publisher and other software.
- Must have access to reliable transportation.

Education and Experience:

- Working knowledge of entrepreneurship.
- A minimum of one years' experience working in and facilitating educational programs.
- Non-Profit experience and a Bachelor's degree desirable, or the equivalent combination of training and experience.
- A minimum of two years' experience working with children.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of essential functions, responsibilities or requirements.

Date Approved: August 2023

Performance Measures:

YouthBiz Program recruitment goals

Sessions held and students served in target region

Spotlight on YouthBiz Stars applications submitted from target region

YouthBiz Workshop survey results

Compensation/Benefits: The salary range for this position is \$42,000 to \$49,300. The salary will be commensurate with skill level and applicable experience. Medical, Vision and Dental insurance: Employee cost is 10% of the employee-only premium per month. In addition, we cover 67% of any addition cost for spouse and/or family if elected by employee, remaining 33% is paid by the employee per month. Offer group term life, accidental death-dismemberment life insurance and long-term disability insurance (no cost to employee).

401(k) Plan: Young Americans matches 25% of the employee contribution based on IRS plan limits. Company match is fully-vested immediately.

11 paid Holidays plus PTO (Paid Time Off) :

- Date of hire through 5 years - 120 hours
- 6 through 10 years – 160 hours
- 11 + years – 200 hours