



**Posted: January 3, 2018**

## **POSITION ANNOUNCEMENT**

**Part-Time**

### **Women's Business Center Training & Events Manager**

The Montana Women's Business Center (MWBC) provides a comprehensive array of business services, including professional group training and individual business counseling, tailored to the needs of start-up businesses and aspiring entrepreneurs. The MWBC makes a specific effort to provide these services to women that are socially and economically disadvantaged, but we serve anyone in business who needs our support and services.

Prospera Business Network is the home of the MWBC program. Private funding and program revenue from training events are required and used to match this federally-funded MWBC program. This position will report to the MWBC Program Director, and coordinate all events with them and the staff team at Prospera.

**We are seeking a positive and energetic MWBC Training and Event Manager to be the lead person to manage and host all MWBC trainings, schedules, logistics, advertising, reservations, surveys, and reporting. This professional will be employed part-time 20 hours per week. This position will work closely with our program partners from the [Small Business Development Center \(SBDC\) at Montana State University](#), and [Montana Disadvantaged Business Enterprise \(DBE\)](#), and community sponsors.**

#### **Skills and Qualifications:**

1. Direct work experience and/or education in designing, facilitating and leading trainings and programs for adults.
2. Working knowledge on running and managing a small business.
3. Group process and adult education skills, with the ability to adopt new styles of facilitating hands-on learning and development.
4. The ability to professionally represent Prospera and the MWBC and all of our service offerings.
5. Creative ability to meet program goals, and attract "guest" trainers to deliver coursework and keep the program fun, lively, and effective.
6. Strong community connections and a deep understanding of working with event sponsors and VIPs.
7. A four-year college degree in business, education, communications, marketing, or other related field is preferred.

#### **Job Responsibilities include, but not limited to:**

- All aspects of event planning, budgeting, site preparation and implementation
- Tech and presentation set up, and coordination with catering, social hosts, etc.
- Organizing and purchasing needed supplies and/or refreshments
- Event introductions and education of all Prospera Programs offered

- Speaker/facilitator recruitment, management, and follow-up;
- Sponsorships and Partner relations and co-planning;
- Designing of event collateral in Canva.com and sourcing necessary logos, photos, and training details
- Event marketing through multiple channels through our websites, Constant Contact, local event calendars, Facebook business pages, and newspapers (press releases);
- Training reporting and record-keeping;
- Post-event surveys and follow up
- Reservations and accounting for participants
- Promotions for increasing the use of the MWBC online training with 480 courses/distance learning ([ed2go.com](http://ed2go.com)).

### **Trainings and Events for 2018 (~one per week)**

1. Women’s Entrepreneur Leadership Mentoring Series (4/year)
2. Business Trainings in Livingston (4/year)
3. Women-Owned Business Tours (10/year in Park, Gallatin and Madison Counties)
4. QuickBooks trainings (3/year in Gallatin, Park, and Madison Counties)
5. Start-up Business trainings (9/year in Gallatin, Park, and Madison Counties)
6. “Power Up” course for aspiring entrepreneurs, marketing trainings, human resources trainings, business law, or other trainings in demand (9/year)
7. Other seminars/events with partner organizations/agencies, on topics specifically related to business (5/year)
8. SBA District Office partnered events (3/year throughout the state, MWBC Director is lead for these events)

### **Outreach and Relationship Management**

With direction from the MWBC Program Director, this position is responsible for developing a professional network of support relationships with outside agencies for a successful MWBC training program. This position will be the **point-of-contact** for Prospera business members, financial institutions, partner organizations, and others to market MWBC services and to make professional referrals. Coordination with Prospera staff, SBA District Office, SBDC’s, SCORE, BEAR, local and statewide agencies, universities, chambers of commerce, and professional women’s groups is a core responsibility.

### **Marketing and communications**

This position is responsible for crafting fun and effective training experiences, and marketing our “brand” strategy for Prospera and the Montana WBC program. Brand management, website updates, collateral creation, email/social media marketing, and multi- channel public and media relations are vital. Working together with the MWBC Director, you will work on prospecting new fundraising and program sponsors which are critical for achieving our goals for raising matching funds.

### **Travel**

Local in-state travel will be required for trainings, with reimbursement per Prospera’s travel policy.

### **Work Conditions:**

Prospera has a collaborative work culture that is positive, energetic, and fun. The work week is generally Monday – Friday, with an opportunity for flex-time between work from home and office.

**Compensation:**

Starting Pay is \$16.00 - \$18.00/hour DOE, a SIMPLE IRA with a 3% match, and a \$20 per month phone stipend.

**To Apply:** 

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Please review the job description included and apply by providing a cover letter, resume, and three professional references.

The cover letter should briefly describe your interest in Prospera and your qualifications. Clear, concise writing is essential and the cover letter will be considered a writing sample in addition to serving as a personal introduction. Please include marketing examples that you have designed for Facebook, email marketing, etc.

E-mail your application materials to: [cpowell@prosperabusinessnetwork.org](mailto:cpowell@prosperabusinessnetwork.org) with “WBC Training & Events Manager” in the subject line.

**Initial applicant review will begin Monday, January 22, 2018.**

Later applications will be accepted as the position is open until filled.