



Position: EEC Program Manager

Contract period: June – November, 2021

Hours: 8hrs/week, remote, flexible (must be available for programs)

Status: contract, no benefits

Stipend: \$5,000

Interviews start on May 17, 2021

The Entrepreneurship Education Consortium (EEC) is seeking a Program Manager to support the implementation of its programs including but not limited to Side Hustle, Entrepreneurship Immersion Week (EIW), and the Dream It Do It interview series.

Side Hustle is a cohort-style program helping college student entrepreneurs in NEO start or grow a side hustle by providing education, mentoring, and funding. EIW invites college student teams to learn about and solve marketing/design/customer service/pricing/ etc. challenges posed by local businesses. The Dream It Do It video interview series highlights NEO college student entrepreneurs who share their stories and advice for inspiration.

EEC is a network of eleven NEO higher education institutions with strong entrepreneurship programs and offers hands-on activities, competitions, and funding to cultivate the entrepreneurial mindset. Find out more at www.eecohio.org

As the EEC Program Manager, you will:

- **Manage programs and webinars** – Design processes, draft documents, and coordinate logistics for virtual education sessions, set up office hours and mentoring meetings, monitor participation and progress, arrange for student entrepreneur interviews, and facilitate virtual events.
- **Build relationships** – Be in charge of the student experience, serve as the main contact for college students participating and applying to EEC programs, create a student community of local college student entrepreneurs and help forge community connections for them.
- **Develop resources** – conduct research to create a resource database of entrepreneurship support organizations for college student entrepreneurs.

Duties and responsibilities may change to match the organization's needs.

Competencies Valued:

Creativity: Explores new ideas and ways to reach program goals, finds inspiration in wide range of sources

Interpersonal Savvy: Able to build and maintain effective relationships with people of different backgrounds, experiences, and perspectives internal and external to the organization.

Communications: Clearly and effectively creates and presents ideas, practices active listening, can effectively present information with attention to details, facilitates meaningful discussions, and can adjust both proactively and on the fly to the audience and their needs.

Perseverance: Pursues goals without giving up and tries different strategies in the face of resistance.

Ashland University – Baldwin Wallace University – Case Western Reserve University – Cleveland State University – Hiram College – John Carroll University – Kent State University – Lake Erie College – Lorain County Community College – The University of Akron – University of Mount Union – www.eecohio.org



Entrepreneurship Education Consortium

Required Education and Experience:

- Junior or senior undergraduate student enrolled at a NEO higher education institution for the 2021-22 academic year
- B.A. in Education, Business, Entrepreneurship, Marketing, HR/Talent Management or related field is a plus
- Basic understanding of business concepts and entrepreneurship concepts
- 1-2 years of experience implementing (entrepreneurship) education programs and building relationships is an advantage
- Demonstrated history of attention to detail
- Social media management and content creation experience
- Familiarity or willingness to learn Google Classroom, Zoom, Canva, basic video editing

Application:

Interested candidates should submit the link to a 1-2 minute video introducing themselves, and a resume including their LinkedIn profile link to Reka Barabas, Chief Relationship Officer at reka@eecohio.org.

Interviews start on May 17, 2021. The position is open until its filled.