

Young Entrepreneur Institute Program Coordinator
Position Description

Title: YEI Program Coordinator
Department: Young Entrepreneur Institute
Reports to: Executive Director
Date: December 2023
Prepared by: I. Frankel

Young Entrepreneur Institute (YEI) supports the advancement of youth entrepreneurship education by providing programming, professional development, consulting and access to curriculum and resources for K-12 teachers in and beyond the classroom across the nation. YEI receives grants from Burton D. Morgan Foundation, Charles Stewart Mott Foundation, Walton Family Foundation, and others to increase engagement in youth entrepreneurship activities in different regions throughout the US.

The YEI Program Coordinator is responsible for supporting YEI's program activities and works closely with the YEI team to accomplish this. This position is dedicated to the mission of YEI – every child should understand and experience entrepreneurship.

Position Responsibilities

Program Support

Lead the planning and coordination of YEI's annual program calendar

- Develop and maintain program timelines, schedules, and meeting communications
- Track program expenses
- Coordinate program pages on YEI website
- Track program results and organize program reporting
- Support program managers as needed at educator trainings and student workshops
- Support young entrepreneurs by coaching and visiting YEI markets
- Learn Sharpspring system to support Marketing and Database activities
- Coordinate YEI team events with catering, AV and logistics support

Educator and Organization Support

Develop relationships with educators, out-of-school professionals and provider partner organizations by responding to inquiries and resolving customer issues

University School Student Programs

Support US student business and entrepreneurship programs:

- Track participation and program requirements for Anderson Scholars and Byrnes Scholars Programs.

- Coordinate student entrepreneurship club event logistics including catering, AV and room reservations
- Coordinate Summer Internship program, including all mentor and intern communications and requirement tracking
- Provide backup support for K-8 student clubs

Perform additional duties as assigned.

Work with YEI team to identify and implement or support new projects and opportunities. Participate in the University School staff community to foster good relationships with students, faculty, and administration by attending relevant morning assemblies, faculty professional development opportunities, and school events.

Qualifications

- 1-3 years' experience in marketing, program management or business administration
- Dynamic, collaborative leader committed to increasing the organization's service of youth through entrepreneurship programming.
- Superior communication skills: written and verbal.
- Strong ability and experience with building relationships and working with various stakeholders.
- Entrepreneurial and resourceful, with the initiative to develop and implement plans to strengthen, sustain and grow participation.
- Strong organizational and planning skills, including the ability to manage projects simultaneously and to set priorities in a fast-paced, goal-oriented environment.
- Passion for the work of YEI and excitement about the potential of this position.
- Proficiency in MS Office as well as email marketing platforms
- Curious and eager to learn.
- Willingness to work occasional evenings and weekends.

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