1625 Broadway, Suite 2700
Denver, CO 80202 USA

Colorado Small Business Development Center Network
and
The Colorado Office of Economic Development & International Trade

Job Title:	Program Coordinator-SBDC Lead Center
Job Location:	Denver, CO
Reports to:	State Director, SBDC Lead Center
Salary Range:	$40,000 - $47,500

OVERVIEW
The Colorado SBDC Network is dedicated to help small businesses throughout Colorado achieve their goals of growth, expansion, innovation, increased productivity, management improvement and success. The SBDC combines the resources of federal, state, and local organizations with those of the educational system and private sector to meet the specialized and complex needs for the small business community.

The Colorado Office of Economic Development & International Trade (OEDIT) was created to foster a positive business climate that encourages quality economic development through financial and technical assistance provided in support of local and regional economic development activities throughout the State of Colorado.

RESPONSIBILITIES
The Program Coordinator serves as an integral member of the SBDC team and is responsible for the development and implementation of SBDC's strategy to help Colorado's SBDC Network thrive. Candidate must be willing to have a flexible work schedule and willing to travel. Responsibilities will include the following:

Programming
- Center Performance tracking, benchmarking, and reporting
- Semi-Annual/Annual work Plans, strategy maps and analysis of updates
- Review of SBDC training reports for compliance with SBA regulations
- Creation and analysis of "report cards" to centers on performance indicators
- Manage survey processes to collect impact, needs assessments, and stakeholder satisfaction
- Manage and update online databases and resources
- Recruitment for and supervision of CSBDC intern program
- Coordinate quarterly statewide consultant calls, professional development, and info sessions
- Manage the SBDC Network's Client Management System (Center IC/EX)
- Comply with informational requests from program stakeholders
- Assist Grants Manager, Deputy Director, and State Director with time sensitive projects

Special Event Planning
- Disaster Preparedness Summits (2-6 annually)
- Veterans Conference (1 annually)
- Women's Conferences (2 annually)
- Leading Edge Graduation (1 annually)

- Duties include, but are not limited to:
    - Logistics including securing speakers, registration, etc.
    - Budget planning and payments
    - Creating marketing materials, including flyers, programs, signage, posters, e-blasts and press releases
    - Needs assessment for training topics
    - Managing donations and sponsorships including cash, door prizes, giveaways, etc.

Marketing/Public Relations/Communications

- Creation of E- newsletter and Social Media updates
- Collect and edit client success stories
- Create annual reports
- Press releases
- Provide graphic design services for all centers, including flyers, templates, signage, banners, etc.
- Manage CSBDC website including all content, updates and coding

Grant Assistance

- Initial financial review of reimbursement requests
- Assist with progress reports and quarterly narratives

COMPETENCIES

- **Event / Project Management -** Outcome oriented with a focus on continuous improvement and the ability to successfully develop, manage, and maintain budgets, plans and programs. Strong planning, presentation and writing skills, the ability to coordinate several projects concurrently.
- **Communication -** Is understood by and understands others; effectively persuades and influences others; clearly articulates key points when writing and speaking; active listening.
- **Teamwork –** Builds and supports effective teams; encourages a spirit of participation and belonging; enhances group cohesiveness by emphasizing team objectives and reinforcing cooperation.
- **Relationship Management –** Builds collaborative relationships and effectively manages relationships with SBDC Network to include Center Directors and staff statewide.

EDUCATIONAL AND SKILLS REQUIREMENTS

- BA/BS degree in business administration, economics, communications, marketing or similar field
- One to three (1-3) years of experience in office/business environment (this may include internships, volunteer work or other experience applicable)
- Event planning/management experience
- Marketing, public relations, and market research skills
- Intermediate knowledge of Constant Contact, Adobe Suite (including InDesign and/or Illustrator), Microsoft Word, Excel, Access, Outlook, and Power Point

APPLICATION PROCESS

Applicants will need to submit a cover letter, resume, and references to Kelly Manning at kelly.manning@state.co.us, c/o Joey Jenkins (joey.jenkins@state.co.us). Applications are due on Friday, January 29, 2016 at 5:00 PM Mountain Daylight Time. Due to the large volume of resumes we receive, we do not acknowledge receipt of each resume and are unable to give status updates. If a strong match is found between your qualifications and the requirements of the position, a member of the recruiting staff will contact you to further discuss the career opportunity.