



Women's Business Center Coordinator Job Description

Position Title: Women's Business Center Coordinator

Supervisor's Title: Women's Business Center Director

Summary of Position:

The Women's Business Center Coordinator provides overall program support to the Women's Business Center Director and aids in the daily operations of the Center. This position requires a genuine enthusiasm for the mission of CommunityWorks -to build a brighter future for underserved families and communities through financial education, lending, and investing. Strong interpersonal and communication skills (oral and written) are essential in order to effectively interact with and build trust and confidence among our clients, members, and supporters. This position requires excellent organizational skills and the ability to work independently.

Key Responsibilities:

- Coordinates the planning, scheduling, and promotion of the WBC's trainings, workshops and coaching services.
- Responsible for in-take and initial counseling with WBC clients, and assists in the preparing of organizational reports, publications, and other materials.
- Assist WBC Director with grant writing, including renewals, reporting, and data compilation as needed.
- Maintain and compile detailed participant data and records of all programming including trainings, workshops, client records and economic impact.
- Provides additional administrative support where needed for WBC.

Qualifications:

- Associate's degree and/or a minimum of 2 years demonstrated experience in office administration or management.
- Strong administrative skills.
- Self-motivated with the ability to set priorities and manage multiple tasks under minimal supervision in effective and efficient manner.
- Previous/current experience as a business owner/entrepreneur and/or a bachelor's degree in business, communications, social work or a related field preferred.
- Intermediate skills in Microsoft Office (specifically Word, Excel and PowerPoint).
- Ability to thrive in an entrepreneurial, team-oriented, and mission driven environment.
- Demonstrated interest in community economic development and the mission, vision, and values of CommunityWorks.
- May be required to work weekend and evening hours.



About the Women's Business Center:

The CommunityWorks Women's Business Center serves women throughout South Carolina by empowering entrepreneurs through advocacy, outreach, education and support. The center builds upon CommunityWorks' mission to provide opportunities for all through one-on-one coaching, access to capital and network creation.

Interested applicants can send a cover letter and resume to careers@cwcarolina.org