



Program Coordinator

About the Organization

TechTown is Detroit's entrepreneurship hub. We empower Detroit-based startups and local businesses by providing resources, collaborative workspace and education for entrepreneurs that will further accelerate inclusive economic development across Detroit.

We work with businesses at all stages, helping startup, emerging and established companies develop, launch, and grow. Leveraging a strong network of community partners, we deliver support services at our Midtown hub and in neighborhoods throughout Detroit. At TechTown, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees, clients and partners. To learn more about us, please visit: techtowndetroit.org.

About the Opportunity

TechTown Detroit is seeking two (2) Program Coordinators: One for the Small Business Services team and the other for the Entrepreneurial Education team.

Program Coordinator will provide support and administrative assistance to the program team by organizing and coordinating program activities, events, and special projects. The ideal candidate will be a detail-oriented, flexible person who is highly energetic, exhibits professionalism and can handle a multitude of tasks supporting clerical, administrative, project and event management functions.

The Impact You Will Make:

The Program Coordinator must be organized, possess the ability to handle multiple tasks and enjoy working within an entrepreneurial environment that is mission-driven and community oriented.

- Coordinate Programs calendar to accommodate programming, events, and special projects.
- Monthly evening and weekend availability required.
- Complete a broad variety of administrative tasks including managing an extremely active calendar of appointments and supporting the Program Team as needed.
- Prioritize and negotiate organizational needs regarding meetings, timeframes, and deadlines, follow through on projects to successful completion.
- Support the Program Team in the planning and implementation of special events.
- Follow up on contacts and support the cultivation of ongoing relationships.
- Receive and review internal and external correspondence.
- Facilitate cross-divisional coordination and communication.

- Develop deep knowledge of the organization's culture, structure, work, strengths, and challenges to generate creative, effective ways to improve functioning, procedures, protocols, and planning.
- Work as part of a team to plan and execute events.
- Other duties as assigned.

What You Will Bring to the Table:

Must possess strong interpersonal skills and the ability to build relationships with stakeholders, including staff, Center guests and external partners.

Excellent verbal and writing communication skills.

Demonstrated proactive approaches to problem-solving with strong decision-making capability.

Highly resourceful team-player, with the ability to also be extremely effective independently.

Proven ability to handle confidential information with discretion and be adaptable to various competing demands.

Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with keen attention to details.

Strong technical skills and must be proficient with Microsoft Office Suite (Outlook, Word, Excel, and Power Point) and Adobe Acrobat. Must be able to work in a systems environment, with ability to learn and use new software and systems as required. Experience with Zoho CRM and Acuity preferred but not required. Training will be provided.

Able and willing to occasionally assist with weekend and evening events.

Experience working within a nonprofit environment is desired.

Experience working in a fast paced, multi-disciplinary, collaborative team and managing and supporting high level staff.

Comfortable interacting at all levels within the organization.

A minimum of four years of experience equivalent in a progressively responsible administrative position supporting an executive level position or in a program coordinator role.

OR

A College degree AND a minimum of two years of experience equivalent in a progressively responsible administrative position supporting an Executive level position or in a program coordinator role.

To Apply:

This is a full-time position. To apply please send a resume and cover letter to Careers@TechTownDetroit.org with the job title in the subject line.

Salary:

The budgeted salary range for this position starts at \$55,000 and may be adjusted according to qualifications and experience.

The Perks:

TechTown offers generous health and dental plans as well as vision, life insurance, short-term disability, a 401(k) plan, and a team member assistance program. Full-time team members also receive:

- 100% TechTown paid Life, STD, and LTD benefits
- Wellness Inspired Workplace with a Wellness Program and onsite Wellness Room
- 5 Weeks of paid time off per year
- 22 paid holidays (including 2 weeks in December and 1 week in July)
- 12 Paid Mental Health Days per year (one per month)
- \$2500 Professional development stipend
- Retirement plan with employer matching up to 6%.
- Paid parental leave
- Creativity and innovation supported and encouraged by leadership
- Fulfillment and the knowledge of having made an impact in Detroit's economic growth

Work Arrangements:

Most TechTown team members (including this position) are assigned to work remotely at this time and for the foreseeable future (with occasional in-person collaborative meetings required).

Vaccination Requirement:

TechTown has instituted a COVID-19 Vaccination Policy that requires all team members to be fully vaccinated or have an approved vaccination waiver on file with human resources and undergo weekly testing.

TechTown Detroit is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.