

**Job Title:** Program Coordinator

**Reports To:** Director of Programs (DoP)

**Main Function:** The Program Coordinator is responsible for supporting all aspects of Arch Grants programs to attract, retain and support extraordinary entrepreneurs to build the future economy in St. Louis. This person primarily assists the Program Team with community building, events, communications and administrative tasks.

**Compensation:** This is a full-time, salaried position. Annual salary of \$45,000 - \$48,000 and full benefits.

**Duties & Responsibilities (included, but not limited to):**

- Coordinate program events including Information Sessions, Founder Happy Hours, Finalist Pitch Week, Investor Summit and Orientation. Assist with concept development, internal planning, external planning with volunteers and vendors, and through execution with participants and guests.
- Assist with Founder participation in Arch Grants and St. Louis events to help them promote their companies, and promote Arch Grants with our network and in the larger community. This includes coordinating and offering opportunities to attend networking events, social events, volunteering, and civic events
- Active management of Salesforce (CRM) to track Founder and community engagement
- Assist DoP and Entrepreneur Support Manager with Founder communications including daily posts on Heartbeat platform and a private Slack Channel, a bi-weekly Founder newsletter, and special event coordination
- Assist Competition Manager with partner cultivation and engaging Founders across the United States to promote the Competition throughout the year
- Assist the Competition Manager with developing and implementing a project plan for the annual Startup Competition. Responsibilities include, but are not limited to:
  - Develop marketing campaigns to target communities & entrepreneurs to apply
  - Monitor and assist with application intake
  - Volunteer judge recruitment, management and communications
  - Review and analyze applications and evaluations
  - Manage flow of applications and evaluations in platform
  - Due diligence
  - Assist with preparing internal and external reporting at key stages of the competition
- Prepare program materials for Board of Directors Meetings
- Work with DoP on bi-annual data collection, analysis and reporting
- Attend events and conferences to promote the organization, competition and program
- Other duties as assigned

**Qualifications, Qualities & Skills:**

- An interest in entrepreneurship and supporting startup Founders
- A passion for St. Louis and community building
- Excellent communication and attention to detail
- Strong interest in taking initiative and problem solving

- Ability to manage multiple projects simultaneously through effective goal setting, task management, meeting established deadlines, and using time effectively
- Interest in working in a fast-paced environment and contributing to a team
- Ability to provide support for 10-15 evening events throughout the year
- Bachelor's Degree and/or 1-2 years of experience in community building, event planning, data analysis, and/or communications
- Experience with data management, analysis and reporting
- Experience with Microsoft Excel (pivot tables, vlookups, etc)
- Proficiency with the entire Microsoft Suite (Word, PowerPoint, Sharepoint, Outlook, etc)
- Experience with Constant Contact, Salesforce, Survey Monkey Apply and Power BI are preferred

**Interested applicants should send a resume and cover letter in PDF format to [hire@archgrants.org](mailto:hire@archgrants.org).**