



Job title	Entrepreneur Training Coordinator
Reports to	WBC Manager

ASSETS

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Company Description

ASSETS is a 501(c)(3) and Certified Community Development Financial Institution (CDFI) located in Lancaster, Pennsylvania. Founded in 1993, our organizational focus is transforming communities through business, with an emphasis on under-represented entrepreneurs such as women and Black, Indigenous, People of Color (BIPOC). ASSETS offers in-depth training and lending for entrepreneurs. We believe in harnessing the power of entrepreneurship to alleviate poverty and build vibrant and sustainable communities.

Position Summary

The Entrepreneur Training (ET) Coordinator serves as a liaison between Entrepreneur Training and Community Lending Teams. The ET Coordinator facilitates delivery of training and technical assistance, organizing all seminars and webinars for the Women's Business Center. This position manages relationships with microloan borrowers, entrepreneurs, training and technical assistance partners, and consultants. In addition, the ET Coordinator assists the Women's Business Center Manager with curriculum development and SBA WBC grant maximization, reporting and compliance. This position plays an essential part in helping ASSETS continue to meet its goal of transforming our community through business. It is a full-time, non-exempt, fully in-person position.

Primary Responsibilities

- Serve as a liaison between Entrepreneur Training and Community Lending teams.
- Schedule, coordinate, and promote all seminars and webinars for the Women's Business Center.
- Work closely with the Women's Business Center Manager to evaluate and develop new training curriculum.
- Work closely with the Senior Loan Officer to track and manage borrower Technical Assistance (TA) hours, ensuring client compliance.
- Maintain a robust understanding of the needs and challenges of entrepreneurs at different stages of business to create tailored learning solutions.
- Facilitate one-on-one discovery meetings with borrowers and entrepreneurs.
- Build relationships and serve as liaison with outsourced training and technical assistance partners to facilitate smooth delivery of training and technical assistance within



budgetary requirements.

- Provide logistical, programmatic, research and planning support for training and technical assistance projects and programs.
- Develop and maintain detailed records to track all technical assistance provided by ASSETS and outsourced consultants.
- Assist with SBA Technical Assistance grant maximization, reporting and compliance.
- Share information on available programs, services, educational resources, and financial resources with entrepreneurs and small business owners.
- Regularly engage in direct outreach with businesses to strengthen the relationship between the business owners and existing resources.
- Regularly attend relevant meetings hosted by the Lancaster City Alliance, Cultivate Lancaster and other small-business resource providers.
- Represent ASSETS and regularly attend community events.
- Perform other related duties as required.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions..

- Commitment to the mission and programs of ASSETS.
- A deep familiarity and commitment to the clients served through ASSETS' programs.
- Spanish-language writing and speaking capabilities preferred.
- Knowledge and understanding of existing local, state, and federal resources for small businesses (SBA).
- At least 3 years of working experience in business, community and economic development, project management, or related field.
- Computer proficiency, including Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Excellent communication and interpersonal skills.
- Strong customer-service orientation.
- Strong writing skills for correspondence, marketing materials, and other documents.
- Ability to work independently or as a team player.
- Attention to detail and a high level of accuracy and confidentiality.
- Ability to represent ASSETS professionally in meetings, trainings, and community settings.
- Commitment to Diversity, Equity, Inclusion, and Justice.
- High school diploma/GED required; relevant postsecondary education or equivalent professional experience preferred.
- Ability to lift 25 lbs.



Working conditions

This position is fully in-person and requires regular attendance at our Lancaster City office. Remote work is not available for this role. The position is based in an open-plan office with cubicle workstations shared by multiple staff members. The noise level in the work environment is usually quiet to moderate.

The work can be challenging at times with competing responsibilities for meeting targets and deadlines. The position requires occasional work outside of regular office hours and on off-site locations. Dress can be business casual to professional depending upon occasion.

Physical requirements

This role requires the ability to perform standard office duties, including using a computer for extended periods, communicating in person and virtually, and occasionally traveling to off-site meetings, trainings, or community events. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Note

This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. No promise of employment for a particular period of time shall be effective or binding unless made in writing.

Equal Opportunity Employer:

ASSETS does not discriminate against any employee or applicant for employment because of race, color, ancestry, age (40 and over), religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, veteran status, membership in an employee organization, or any other legally protected characteristic. ASSETS promotes the principle of equal employment opportunity.

ASSETS encourages applications from candidates with diverse backgrounds, identities, lived experiences, and perspectives, especially those who reflect the communities we serve.

Salary range: \$50,000 - \$55,000

Apply at the ASSETS website <https://assetspa.org/about/careers/>