



**Economic Alliance of Lewis County**  
**Business Equity Center**  
**Outreach Coordinator**  
**Job Description**

This position is funded by multiple grants. Specific job responsibilities will follow the scope of work outlined in the grant. This position is Full-time, 40 hours a week, hourly rate is \$24/hr, Paid Holidays, Medical, Dental & Vision Insurance and accrued Personal Time Off.

**Qualifications:**

- Experience in providing outreach within our community & follow up on communication.
- Strong organizational & time management skills
- Excellent communication skills with ability to collaborate and work effectively in a team environment.
- Fluent in Spanish & have a strong reputation in the community.
- Experience of Microsoft Office tools such as Word, Excel, Outlook Email & Calendar
- Social Media knowledge
- Experience in assisting under the direction of the program manager in event planning, scheduling, creating and dispersing materials for marketing of events.
- Display a Professional Image

Personnel will work with Staff, EALC partners, community members, and EALC members to engage local entrepreneurs and community members in a program focused on business essentials. Will also be the front desk receptionist.

**Assist Program Manager in Developing an entrepreneurial speaker series focused on:**

- Business Management Training
- Multi-subject professional development curriculum
- Virtual and/or live business boot camps

**Project and program reporting-Assist Program Manager**

- Compliance within reporting of grant objectives:
  - Prepare regular monthly reports on progress and status of program
  - Detail data tracking for performance and reporting
  - Evaluate program participation and value it provides to the community
  - Recognize issues affecting progress

**Event Planning-Assist Program Manager**

- Scheduling, planning, record keeping.
- Ability to anticipate and resolve unforeseen issues.
- Develop and execute marketing campaigns for events
- Strong follow through for engagement of member participation

Other Office Operations as Assigned...

Please email resume to: [Dolly@Lewiscountyalliance.org](mailto:Dolly@Lewiscountyalliance.org) by the cutoff date of May 1, 2024.