

**Title:** Program Coordinator, Inner City Capital Connections

**Location:** Roxbury, MA

**Type:** Full-Time

**Category:** Administrative

**Salary:** *Commensurate with experience*

## **Background Information**

The Initiative for a Competitive Inner City (ICIC) is a national not-for-profit organization founded in 1994 by Harvard Business School Professor Michael Porter to promote business-led economic development in America's inner cities through private sector engagement that leads to job, income and wealth creation for local residents. ICIC brings together business and civic leaders to drive innovation and action, transform thinking, and accelerate inner city business growth.

Inner City Capital Connections (ICCC) is an Initiative for a Competitive Inner City program that positions inner-city businesses for long-term success. It's designed for busy executives of all expertise levels, and its impact is proven to strengthen businesses and the inner-city communities where they operate.

## **Position Summary**

The Program Coordinator will provide a wide range of logistical and administrative support to the program as well as to the Program Director. This position requires a proven ability to be organized, detail oriented and be capable of communicating with high level stakeholders. The role will report to and work closely with the Director - there is an opportunity for increased responsibility given the program is on track to scale in 2017 and beyond.

## **Roles & Responsibilities**

This role includes but is not limited to:

- Provide administrative and logistical support for program
- Support the program's workflow and calendar; tracking, monitoring and guiding the program's timeline
- Prepare materials for application outreach and selection process
- Develop and maintain positive, ongoing relationships with external partners
- Coordinate program events such as trainings, breakfasts and stakeholder meetings
- Organize and manage event's logistics such as catering, location, and invitee list
- Prepare and manage the invitation and registration processes
- Manage collateral and programmatic materials
- Track relevant program expenses including invoices and orders
- Prepare administrative financial reports
- Coordinate and execute external email communications
- Other support as needed

## **Qualifications and personal characteristics required:**

- Bachelor's degree with 3-5 years of relevant professional experience (e.g. executive assistant, event manager and similar roles)

- Strong organizational skills and attention to detail are essential
- Strong written and oral communication skills
- Strong problem solving skills; ability to take initiative and think beyond the task
- Ability to communicate in a helpful and mature manner to key stakeholders
- Flexibility with changing priorities, and ability to manage multiple tasks and a complex workload
- Ability to create, monitor, and maintain systems that enhance organizational efficiency
- Passion for the work of ICC
- Proficiency in Microsoft Office Suite
- Demonstrated capacity for teamwork
- Willingness to challenge and be challenged, regardless of one's position in the organization

Please review our website [www.iccapitalconnections.org](http://www.iccapitalconnections.org) for more information about our program.

To apply: Please submit a cover letter and resume to [hvassell@icic.org](mailto:hvassell@icic.org) with the subject, Program Coordinator. No calls please.