



Job Position:	Construction Consortium Program Coordinator, Business Team	Entity:	The Enterprise Center
Location:	Main Offices	Travel Required:	Occasionally
Reports to:	Construction Consortium Program Director, Business Team	Position Type: [i.e.: full-time, part-time, job share, contract, intern]	Full-time
Type of Position	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Salary Range: To be determined	

Job Description

Reporting to the Director, Construction Consortium Director, Business Team, the Coordinator will support client management, partnership relationship management, events and workshops, reporting and special projects. The Coordinator will assist with connecting primarily construction and construction-adjacent industry clients to all relevant business and capital services, systems, resources, and partnerships. The Coordinator will manage intake, scheduling, and coordinating client and partner services and be responsible for all events and workshops related to this team.

Primary Role and Responsibilities

Functional

- Coordinate day-to-day operations to ensure that goals are achieved.
- Assist with relationships with other internal services and programs and external stakeholders and partners regionally and nationally.
- Provide customer service assistance to clients.
- Manage and coordinate events and workshops.

Managerial

- None.

Organizational

- Attend seminars, workshops, and trainings to gather needed knowledge to implement and manage program activities.
- Support tracking and compliance related to strategic alliances beneficial to clients.
- Support activities including client recruitment and identifying business opportunities for client base.

Qualifications and Education Requirements

- Minimum, BA or BS.
- 2 or more years of experience in business development, nonprofits, and/or consulting practice.
- Working experience related to finance, marketing, sales and access to markets, including procurement.
- Preferred: event management or event planning experience.
- Preferred: knowledge of construction or construction-related industries.
- Persistent and persuasive approach to client service.
- Strong relationship building and networking skills with diverse groups of people.



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- Ability to maximize productivity of a team for optimal results.
- Highly detail-oriented with ability to multi-task and excel in meeting multiple objectives.
- Excellent written, oral and presentation communication skills.
- Very comfortable with technology (Microsoft Office suite, email communication, web, Internet research, etc.)

How to Apply:

Please email a cover letter and resume with salary requirements to smcinneshin@theenterprisecenter.com. Please put "Construction Consortium Program Coordinator" in the subject heading. No phone calls, please.