



JOB TITLE: Program Director – Youth Entrepreneurs

JOB STATUS: Full time

REPORTS TO: Senior Vice President of Programs

Organization Overview

The South Bronx Overall Economic Development Corporation's (SoBro) mission is to enhance the quality of life in the South Bronx by strengthening businesses and creating innovative economic, housing, educational and career development programs for youth and adults.

SoBRO's programs include spurring economic development, building affordable housing, adult education, workforce development, helping at-risk youth to succeed, and producing other positive outcomes for South Bronx residents and employers.

As a 50 year old organization, SoBRO intends to become a 21st century community and economic development organization doing vital work in the communities we serve, incorporating the values of equity, sustainability, strong business practices and advocacy into the foundation of this anchor institution.

Overview of the Position

The program director for Youth Entrepreneurship (PD-YE) supports the launch, establishment and growth of youth entrepreneurs in the Bronx and surrounding communities. This position requires strong understanding of entrepreneurship, relationship building skills, innovative thinking in program design and delivery. The innovation to incorporate metrics and community partners to build a strong program that provides the needed services for young entrepreneur to succeed. The incumbent will conduct webinar/workshops, organize business plan writing sessions, one-on-one consulting, outreach/marketing and other essential services for the success of students.

The incumbent serves as a liaison between SoBro and youth entrepreneurs to ensure excellent customer services and client satisfaction. He/she manages client relationships, supports Students through the business services delivered and full wrap around support services.

The work is to help young people excel academically and socially while introducing entrepreneurship as an economic option. The incumbent will also ensure that staff is consistently conducting outreach to bring in new Students. This role will require the individual to support and encourage business growth and development by helping students access various financial and business incentives and/or assistance programs.

This position requires the creation of presentations and information to inform potential Students about SoBro's services. He/she must ensure that Students are pleased with the services and will bring in repeated business by helping youth entrepreneurs launch, establish and grow their business.

The PD-YE will ensure the program is well organized and managed as a part of the larger entrepreneurial ecosystem of SoBro. One that is increasingly visible, accessible, and connected inside and outside the community. The incumbent will manage young entrepreneurs within SoBro's business services and youth programs.

The PD-YE will be responsible for identifying, designing and implementing best practices, and other services that will best meet the needs of entrepreneurs through innovation. Oversight of and the responsibility of building the youth entrepreneurs' program.

Responsibilities

- Provide leadership for the growth of SoBro's Youth Entrepreneurs program
- Ensure staff maintain an accurate client database
- Organize a business competition after completion of the business plan writing curriculum
- Lead and establish the development of a culture of innovation
- Strategically identify community partners
- Function as the primary interface with our Students which includes assessments, service plan development and follow-up
- Prepare program schedule of events, activities & training in advance
- Proactive planning
- Ensure that services are integrated and coordinated so that youth are supported by service-oriented team members who promote innovation and economic development
- Support youth by developing and maintaining simple and clear processes for business development that support innovation and growth
- Develop service procedures, policies, and standards for the program
- Keep and ensure accurate records and document are maintained for the program
- Keep ahead of industry developments and apply best practices to areas of improvement
- Present services around the community for recruitment
- Ensure a responsive and engaging process that links participants with opportunities for growth
- Track and report metrics
- Engage, foster, and develop strategic partnerships and collaborations that enhance the business department's competencies, reputation and economic impact
- Develop and maintain relationships with external public- and private-sector entities including local, federal and state agencies, research centers, foundations, business, and industries alliances
- Provide input on program development, research and writing
- Manage multiple ongoing projects with differing degrees of complexity and varying scales.

- Collaborate closely with other departments in the organization for more comprehensive services.
- Support grant-writing process when necessary
- Develop innovative programs to support the innovation and entrepreneurship initiatives
- Participate in and assure quality teaching and training

Qualifications

- Prior work experience in economic development through business, including two years of first-person experience with startups or small business
- Strong understanding of entrepreneurship
- Demonstrated success in developing and delivering educational programs is preferred
- Experience working with young people (13 years and up)
- Minimum of three years working with young people, entrepreneurs and/or small business owners
- The candidate can explain successful collaborations with diverse communities, and/or government (local, state and federal) agencies.
- The successful candidate must have demonstrated ability to work as part of a diverse team.

Job Type: Full-time

Benefits:

- Salary range: low-mid \$60's
- 401(k); Dental insurance; Health insurance; Life insurance; Paid time off; Vision insurance

Education:

- Master's (Preferred), Bachelors required.

How to Apply

Interested parties should:

Apply within the hosting jobsite (preferred)

Email: hrjobs@sobro.org

Send resume to Gary Vargas, SoBRO, 555 Bergen Avenue, Bronx, N.Y. 10455

NO PHONE CALLS FROM AGENCIES OR RECRUITERS PLEASE!

SoBRO provides equal employment opportunity for all applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status.

Auxiliary aids and services are available upon request to individuals with disabilities.

TTY/TDD: 1-800 662-1220