



Move for America Fellowship

Position Description: Initiative Foundation Entrepreneurship Programs Coordinator

Project Period: September 2023 - September 2024

Site Name: Initiative Foundation

Location: TBD

Goal of the Project

The entrepreneurship programs coordinator supports the growth and delivery of programs and services for underserved entrepreneurs across the Foundation's service area, with a focus on engaging with and delivering resources to entrepreneurs of color. The coordinator works closely with the entrepreneurship programs team and other staff on established and emerging work, from Foundation-led cohort business training programs and workshops to community-led initiatives that develop youth and adult entrepreneurs. The coordinator also has regular opportunities to champion and co-lead special projects, especially in the areas of engaging and resourcing communities, and building capacity around business ownership and access to capital. The Foundation is committed to close mentorship, guidance and support; at the same time, the work is often highly autonomous and independent.

Project Objectives

The coordinator's work is centered in the Foundation's mission of building equitable local economies by creating opportunities for wealth-building and job creation that address historical and current disparities. The coordinator must have a passion for working collaboratively with and walking alongside communities of color, as well as a commitment to elevating and developing rural Minnesota.

Responsibilities

1. Entrepreneurship program support (25%): Provide key support to entrepreneurship programs and services, including: Enterprise Academy, a 12-week cohort training program; the Foundation's technical assistance hub, delivering one-on-one coaching hours; the CDFI-certified loan fund's

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microloan program serving low-income and entrepreneurs of color; and specialized trainings and workshops.

2. Building community to support and resource BIPOC entrepreneurs (25%): Develops and grows the networks and relationships the Foundation has built with BIPOC entrepreneurs across central Minnesota, including: supporting alumni engagement in the St. Cloud region and Mille Lacs Tribal Economy by helping with events, coordinating speakers, and other tasks; contributing to communication (email, newsletter social) that promotes events and resources; convening entrepreneurs to identify needs and opportunities; creating and maintaining lists of BIPOC-owned businesses; and other approaches.
3. Special projects and initiatives (25%): Co-lead one or more projects to build diverse entrepreneurs' capacity and access to resources, with a focus on convening and engaging communities. Current opportunities include: an upcoming project convening rural communities around welcoming and inclusion, with a focus on economic and community-building strategies; identifying capital and resources needs for Black, Somali and Eastern African entrepreneurs; co-coordinating a new project to support community and school-led pilot entrepreneur training sites; and supporting employee-owned and other business succession approaches for rural small business owners.
4. Data and research (15%): Collect and present existing research that deepens understanding of rural economic needs and opportunities in central Minnesota; assist with entrepreneurship client records, including logging and tracking training and technical assistance hours; assist with generating performance and impact metrics for reporting back to funders and communities.
5. Other duties (10%): Participate in staff meetings and activities; assist with nonprofit and economic development teams; provide support to other teams and projects as capacity allows.

Eligibility

- Must be 18 years old by start date.
- Must be a U.S. citizen, legal permanent resident, refugee, asylee, or DACA recipient.
- Must be able to commit to a year-long program from June 2023 - June 2024, with a full-time work week (35 hours per week daytime hours, Monday-Friday).
- We welcome applicants from any location, but you must be willing to live and work in Minnesota during the 2023-24 term of service.

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Qualifications

Fellows are not required to have had previous job experience. This is an entry level position designed to catalyze your career and leadership development. We do, though, seek the following traits in all Fellows:

- **Curiosity** - genuine interest to learn with and from others
- **Growth** - commitment to continuous learning about self and others
- **Teamwork** - capable of using collaboration and teamwork to achieve goals
- **Community** - desire to work in and with a community and in team environments
- **Accountability** - take responsibility for actions and their impact on others
- **Leadership** - take initiative and demonstrate leadership experience

In addition, we are seeking candidates who:

- Demonstrate equivalent combination of studies in business, public affairs, sociology, social work or related fields, and/or relevant professional or lived experience in community-building, entrepreneurship, nonprofit or social change. Some prior experience working with diverse communities and communities of color is required. Basic abilities with email, word processing, spreadsheet entry and analysis, and digital file management required. A willingness to work a flexible schedule including some evenings and weekends is required. Position requires a valid driver's license and insurance coverage, or access to reliable transportation.
- This position calls for knowledge of program and project design and delivery, including the skill to turn a larger vision into sequences of concrete tasks. This work is communication-driven and people-centered: the most important skills include strong and responsive oral and written communication, critical thinking, problem-solving and conflict-resolution skills. The ideal candidate is capable of strongly executing plans while being able to be creative, adaptable and able to work through challenges as they emerge. Some skills and abilities in community engagement, including facilitation and meeting design, will be helpful. The large majority of this work is done in close relationship with communities of color; an ideal candidate has a background understanding of anti-racist work, alongside cultural agility and a desire for authentic cultural

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competency growth. Ability to speak additional languages (Spanish, Somali, Arabic) is desired but not required.

Living Stipend and Benefits

- \$22,800 annual living stipend
- \$6,000 housing support
- Up to \$1,000 in relocation assistance
- Earn a \$6,895 education award for future education or to repay school loans
- Health insurance
- 80+ hours Inclusive Leadership & Community Engagement training
- Professional and peer mentorship
- [Find all AmeriCorps VISTA benefits here](#)

About the Fellowship

The Move for America Fellowship, in partnership with AmeriCorps VISTA, is a paid, 12-month immersive service learning experience grounded in community engagement. Move for America Fellows build the capacity of community-based organizations by convening diverse community voices in decisions that affect their lives.

All Fellows participate in our Inclusive Leadership training program, which includes over 80 hours of learning together with your cohort of Fellows, focused on intercultural communication, navigating conflict, engaging communities, and professional growth.

Commitment to Inclusion & Equal Opportunity Employer

Move for America's mission is to bridge divides and strengthen civic dialogue. We work to create an inclusive and thriving society where all voices matter and where no person is marginalized for their identity. Move for America is an equal opportunity employer and prohibits discrimination and harassment of any kind in any part of our business and partnerships. We hire talent with a transparent and equitable process for all who apply. All employment decisions are made without regard to age, race, ethnicity, national origin, religion, gender, sexual orientation, disability, medical history, or any other protected statuses. We believe our differences make us stronger and encourage all interested candidates to apply. [Read our full Commitment to Inclusion and Equal Opportunity Employer Statement here.](#)

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