

## Northern Initiatives Job Posting - Initiate Program Coordinator

Northern Initiatives (NI), a non-profit Community Development Financial Institution, seeks a Program Coordinator for its web portal, called Initiate. Initiate was first developed in 2015, and has expanded its offerings as well as the number of organizations who provide it to their users.

In 2015, Northern Initiatives developed Initiate, an online business resource that focuses on three key areas – Money, Marketing, and Management. From cash flow planning to online advertising – Initiate is filled with templates, tools, how-to guides, and educational videos. Initiate is utilized by Northern Initiatives and similar organizations to support entrepreneurs to address the everyday challenges of starting and running a business. Initiate is now being utilized by 18 organizations that support thousands of entrepreneurs in 32 states. Initiate is a dual language platform available in English and Spanish. The Initiate Program Coordinator will play a key role in managing relationships with subscribers, as well as supporting the administration and growth of the platform.

### Essential Duties and Responsibilities

- Schedule and support the onboarding of new Initiate subscribers.
- Assist with the planning and execution of the Initiate Learning Community, a peer group made up of organizations utilizing Initiate to support entrepreneurs.
- Responsible for written communications and updates to the Initiate platform to the Initiate Learning Community.
- Provide platform and implementation support to Initiate subscribers.
- Assist with the management of Initiate content working with subcontractors to ensure projects are completed on time and on budget, ensure quality and consistency in resources.
- Manage content on the Initiate platform by assisting with updating and adding new content to the Wordpress backend.
- Document processes and procedures for maintaining the Initiate platform and other related activities.
- Develop reports and provide insights on Initiate utilization for Northern Initiatives, subscribers, the board of directors, and funders.
- Help develop and deliver training on the Initiate platform.

### Requirements

Bachelor's Degree in Entrepreneurship, Management, Sociology, Communications, English, Business Information Systems, or similar field of study is required.

1-3 Years' experience with Customer Relationship Management, online education or other entrepreneurship training programs is required.



# NORTHERN INITIATIVES

Money and Know How

Preference will be given to applicants who are fluent in both English and Spanish.

## **To Apply**

Please provide a letter of interest and a current resume via email to [Careers@northerninitiatives.org](mailto:Careers@northerninitiatives.org).