

Rock It! Lab Coordinator

Department: Administration

Immediate Supervisor: Director of the Rock It! Lab

Job Summary:

The Rock It! Lab Coordinator is responsible for the planning, implementation and execution of the Rock It! Lab to include but not limited to serving out the mission--which is to help under-resourced entrepreneurs with education and resources to develop their businesses. The Rock It! Lab Coordinator will work with the Director of Rock It! Lab and other parties to ensure its success.

Essential Duties and Responsibilities

- Plan, develop, promote, and implement all aspects of the program
- Perform research to assist in the development of Rock It! Lab
- Manage the day-to-day Rock It! Lab operations
- Manage, collect, and maintain detailed records of all programs' data and impact metrics
- Plan and execute events that help under-resourced entrepreneurs
- Provide proactive and helpful service to all coworking users
- Work with Director of Rock It! Lab to Identify ways to support under-resourced entrepreneurs
- Assist the CALS leadership with strategy and planning activities related to Rock It! Lab
- Plan and coordinate training programs, workshops, and seminars
- Promote the Rock It! Lab to under-resourced entrepreneurs and the public at large
- Assist in the development and implementation of programming in the Cox Building
- Plan, monitor, and market Rock It! Lab space
- Recruit speakers and program participants
- Develop, edit, and create content to market Rock It! Lab

Qualifications and Requirements:

- Bachelor's degree in Business Administration or related area with at least 3 years of related work experience, or equivalent education and experience
- Startup business knowledge or experience is ***preferred***
- Strong organizational and project management skills
- Strong social media skills across multiple platforms
- Able to work independently but within strategic framework
- Strong experience collecting, analyzing, and managing data
- Event planning experience is a plus
- Strong communication skills and the ability to represent Rock It! Lab in a professional manner
- Ability to handle multiple projects
- Proven strong computer skills, including Microsoft Office, especially Excel
- Able to work some evenings and/or weekends
- Excellent written and verbal communication skills
- Must be able to lift, push, and pull at least 25 lbs.