Applying business acumen & market-based solutions to achieve meaningful and enduring societal impacts.
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Program Associate
(Start:ME Accelerator Program)
Social Enterprise @ Goizueta

Social Enterprise @ Goizueta (SE@G) at Emory University focuses on applying business acumen and market-based solutions to achieve meaningful societal impacts (www.socialenterprise.emory.edu). By actively working across the spectrum of for-profit, nonprofit and hybrid organizations, our faculty and students become participants in important conversations and debates that are taking place in business schools around the world.

SE@G seeks to hire a Program Associate for our Start:ME Accelerator Program. Start:ME is an intensive 14-week accelerator program that provides promising micro-entrepreneurs (those starting businesses with 1-4 employees) the business training, mentorship support and early-stage financing needed to develop their businesses. This position designed for recent graduates who are looking to make inroads into the social enterprise sector. The focus is on gaining experience in, and exposure to the sector, while helping to build a set of credentials that will facilitate next career steps; i.e., a possible return to school and/or next job.

Job Description:
The Program Associate’s overall role will be to support the development, operations, and execution of the Start:ME program. Specific project assignments and tasks will be negotiated on a semester-by-semester basis (i.e., fall, spring, summer), with specific deliverables that are reviewed at the end of each semester.

Primary Responsibilities:
Specific responsibilities include, but are not limited to:

- Working with program stakeholders to market the program to promising entrepreneurs;
- Overseeing the selection process for new Start:ME entrepreneurs;
- Onboarding business mentors to coach entrepreneurs during 14-week program;
- Designing and implementing communications plan (including content / materials) to connect broader metro Atlanta area with Start:ME;
- Producing and delivering program content for key accelerator program sessions;
- Collecting data on past Start:ME ventures to evaluate program effectiveness;
- Coordinating monthly meetings with entrepreneurs who receive loans; and
- Facilitating year-round alumni council planning in partnership with entrepreneur alumni representatives.

Day-to-day oversight and guidance for the Program Associate will be provided by the SE@G Managing Director (who also directs the Start:ME program). Additional assignments may be made by the SE@G Academic Director based on the interests and abilities of the Program Associate and the current needs of the program. Program Associates will also have ongoing access to the two SE@G Professionals in Residence, for professional development and mentorship.
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It is expected that the salary for this position will be $33,400 per year. The position also includes funds to travel to (up to) two conferences per year, for employee and project development and networking. These will be negotiated with, and approved by the SE@G Managing Director.

Requirements:

SE@G Program Associate positions are designed for new entrants into the job market. Applicants must have graduated from an undergraduate program (business or related) in or after the spring of 2014.

Applicants must also present some tangible indications of accumulated interest in social sector careers. This should be manifested in some combination of prior related coursework, extracurricular activities, and employment and/or volunteer experiences.

Because this position is designed to accelerate entry into social sector careers, applicants should have a clear idea of their broader career aspirations in the social sector.

Application Instructions:

Interested individuals should complete the following by November 13, 2015:

1. Complete brief application questionnaire at https://emory.qualtrics.com/SE/?SID=SV_brQpfem4PePo27X

2. Visit Emory HR’s job site to provide additional information and upload cover letter and resume. Please visit Emory Careers and enter 56807BR in the Job Requisition ID field.

Note: The survey link is currently open and will close on November 13, 2015. We will be considering completed applications on a rolling basis. Short-listed applicants will be contacted to schedule phone interviews. We will make our final decision (before the first of December) based on surveys, resumes, phone interviews, and reference feedback.