

SOCIAL ENTERPRISE @ GOIZUETA

Making markets work for more people, in more places, in more ways.

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Program Associate Fellow (Start:ME Accelerator Program) Social Enterprise @ Goizueta

Social Enterprise @ Goizueta (SE@G), a research center within Emory University's Goizueta School of Business, works to make markets work for more people, in more places, in more ways.

SE@G aspires to increase prosperity and reduce poverty in those places where markets are currently ineffective through:

- Fieldwork programs that inject knowledge, networks and capital to empower communities of entrepreneurs
- Academic research that illuminates the factors that induce and impede the realization of societal impacts
- Teaching and student activities that develop the next generation of principled social enterprise leaders

SE@G is hiring a **Program Associate Fellow** for the [Start:ME Accelerator Program](#).

Start:ME is an intensive 14-session accelerator for promising local entrepreneurs who live in, work in, and/or provide valuable products and services to local communities. During the 14 sessions, and well beyond, Start:ME connects those entrepreneurs to the business know-how, networks, and capital needed to build and develop sustainable businesses. Start:ME currently operates in three metro Atlanta communities – Clarkston, East Lake, and Southside Atlanta – and serves entrepreneurs across a range of industries, from craft brewing to baked goods, construction to clothing, farming to freight trucking. To date, Start:ME has helped more than 200 business to start and / or grow across Atlanta.

Job Description:

The Program Associate's overall role will be to support the development, operations, and execution of the Start:ME program. The position is designed as a **24 month Fellowship experience** for those entering the social sector after completing their undergraduate studies.

Primary Responsibilities:

Project assignments and tasks vary based on the season/semester. Specific responsibilities include, but are not limited to:

- Supporting the operations of the 14 session program including: content review and creation, logistical management, and communications with program participants
- Managing program's communications, including email marketing, website, and social media, to connect with a broad audience
- Engaging and meeting with program stakeholders, including community partners, key stakeholders, and alumni, to ensure successful execution of recruiting and programming
- Overseeing and participating in entrepreneur selection process
- Producing and delivering program content for key accelerator info and program sessions
- Collecting data on past Start:ME ventures to evaluate program effectiveness
- Supporting program expansion into new communities within metro Atlanta

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- Facilitating year-round alumni programming and support in partnership with alumni and program stakeholders
- Management and oversight of student interns supporting the Start:ME program
- Contributing to academic research on microbusinesses

Desired Skills and Experiences:

Based on the varied nature of the role, the Program Associate should have familiarity with:

- Basic business principles
- Understanding of economic and community development principles
- Project management, including balancing multiple projects/varying timelines, prioritization, and attention to detail
- Willingness and interest in engaging with diverse community members and partners
- Social media, communications, and marketing best practices
- Data analysis and interpretation
- Patience and long-term perspective
- Proficiency in Adobe or other photo editing and layout software
- Access to transportation for community meetings and evening sessions

The position will report to the Start:ME Program Manager. Projects and goals will adjust periodically. Additional assignments may be made by the SE@G Managing Director and/or Academic Director based on interests and abilities of the Program Associate and the current needs of the program. The Program Associate will also have ongoing access to the two SE@G Professionals in Residence for professional development and mentorship.

The Program Associate Fellow will work from the SE@G office located within the Goizueta Business School in Atlanta. The salary for this position starts at \$34,700 per year.

The position also includes funds to travel to (up to) two conferences per year for employee and project development and networking.

Requirements:

- SE@G Program Associate Fellow 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 Fall of 2018.
- Applicants should present tangible indications of accumulated interest in social sector careers. This may include some combination of prior related coursework, extracurricular activities, and employment and/or volunteer experiences.
- This position is designed to be 24 months and to accelerate entry into social sector careers

Application Instructions:

Interested individuals should complete the following by March 31st, 2019:

1. Complete brief application questionnaire at:
https://emory.qualtrics.com/jfe/form/SV_82KHsk5E7IGpxyd

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2. Visit Emory HR's job site to provide additional information and upload cover letter and resume. Please visit <http://www.hr.emory.edu/careers/>, select 'Staff Apply Here', and search for '**33204**'.

The Program Associate will ideally start on or around June 1st, 2019.

*Note: The survey link is currently open and will close on **March 31st, 2019**. We will consider completed applications on a rolling basis. Short-listed applicants will be contacted to schedule phone interviews. We will make our final decision based on surveys, resumes, phone interviews, and reference feedback.*