



Contract Business Coach Job Description

Job Description:

Main Street America is partnering to bring digital skills training and resources to small business owners in rural communities. We are looking for leaders that are equally passionate about supporting and enhancing the skills of small businesses with a demonstrated desire to ensure the opportunities created by technology are available to everyone, especially communities impacted by the digital divide. In this work, you will be part of a cohort of coaches aimed to host workshops in rural communities and teach small business owners skills essential for their business growth.

This a contractual position for a 14-month time period.

Responsibilities:

- Represent Main Street America and local Tahlequah Main Street Association while hosting workshops and virtual trainings for rural business owners, offering 1:1 coaching, and reporting progress.
- Attend and take part in a raining summit where you will join the rest of the coach cohort virtually to learn more about the partnership, how to use the platform to host and track workshops, and how to reach small business
- Learn to use platform and resources—including workshop decks and one-sheets—to host in-person and virtual workshops for small business owners.
- Gather qualitative and quantitative feedback from workshop and event participants to enhance the training process and curriculum.
- Promote and share trainings, workshops, and related materials through Main Street America network and social channels.
- Submit training recaps with workshop details, impact data, participant highlights, and photos.
- Source and obtain local, interesting stories of participants that have benefitted from the trainings that may be highlighted and widely shared.
- Commitment to participating in cohort activities (check-ins, meetings, surveys, virtual networking, presentations, etc) to share insights on successful outreach, professional development, and connect with fellow coaches.

Desired skills and qualifications:

- Experience mentoring and coaching businesses and/or individuals in the community
- Demonstrated experience with digital marketing tools. Teaching others how to use tools is a plus
- Have a comprehensive understanding of small business development, industry trends, online marketing trends, and general business expertise.
- Established credible relationships in the rural community or business development field

- Skilled facilitator and public speaker (please submit a video example of a training you hosted or other videos that help show your public speaking skills)
- Experience in independently producing events (virtual or in-person) end-to-end, including but not limited to managing partnerships, coordinating logistics, marketing & promotion, collecting feedback, etc.
- Self-driven, adaptable under pressure
- Excellent interpersonal and communication skills
- Ability to adhere to operational procedures and process flows
- Ability to travel up to 20% of the time to host in-person workshops and receive training in other locations
- Current or previous business owner a plus

Salary scale: \$60,000-\$70,000

What is Main Street America?

Main Street America programs – Coordinating Programs, Accredited Programs, and Affiliate Programs – are working day in day out to transform communities, celebrate historic character, and revitalize local economies across the country.

What sets Main Street America™ apart is the powerful network: the unique combination of grassroots dedication to comprehensively improving quality of life at the local level, integral support and expertise provided by Coordinating Programs at the city, county, and state level, and leadership and direction from the National Main Street Center (NMSC).

About Tahlequah Main Street Association

Tahlequah Main Street Association, Inc. (TMSA) is a 501 (c) 3 nonprofit charitable organization that is a member of the National Main Street center and part of the Main Street America network. The amazing individuals who make up TMSA are passionate advocates, dedicated volunteers, influential stakeholders, and community organizers who work every day to turn the tide in their communities—catalyzing reinvestment, creating jobs, and fostering pride of place.

Tahlequah Main Street Mission: TMSA is committed to preserving our rich culture and supporting our downtown businesses while promoting the opportunity to live, work, and play in Tahlequah.

Submit Resume, three professional references, and a cover letter explaining your interest and passion for teaching/coaching small business owners to Jamie Hale, TMSA Director at manager@tahlequahmainstreet.com or drop by the TMSA office located at 504 N. Muskogee Ave Tahlequah, OK 74464 by October 20th, 2022.