



SENIOR COORDINATOR WOMEN'S ENTREPRENEURSHIP INITIATIVE (WEI)

Job Description

The Atlanta Development Authority d/b/a Invest Atlanta is the Economic Development Authority for the City of Atlanta. This exempt position will report to the Vice President-Tech and Entrepreneurship. The senior coordinator will perform duties with a high level of independence.

KEY RESPONSIBILITIES AND GENERAL ADMINISTRATIVE DUTIES INCLUDE:

Interact with public and private partners to obtain and share resources. Gather, organize, and disseminate general information related to projects. Must use best judgment to ensure that information is disseminated properly.

Assist in administering, coordinating, and monitoring Invest Atlanta programs, services, and activities for the following groups, led by:

- WEI Cohort(s)
- WEI Interns
- Provide support to the VP including calendar management and to the SVP Economic Development, as needed.
- Use Excel and Teams to manage administrative projects.
- Provide weekly call list for partner introductions.
- Provide weekly email updates; monitor and coordinate general email inbox.
- Process Intern timesheets for WEI intern staff.
- Process office invoices and payments for WEI program. Process and prepare expense reports and process billing documents for WEI and the VP.
- Maintain Filing Systems. Develop new and enhance existing systems as applicable.
- Maintain inventory of office supplies.
- Maintain copier, fax, and other office equipment.
- Collaborate with the Invest Atlanta's Marketing and Communications team to share stories from our founders on our social channels.
- Ensuring the right contracts with founders, facilitators and expert speakers are in place.

PROGRAMMATIC & EVENT COORDINATION:

Project Management – Use Excel, Asana, and Teams to manage virtual programming and events. Coordinator will perform all duties associated with set up, speaker confirmations, invitation, recording, admitting participants, recapping events to cohort, and reporting metrics to the VP Tech and Entrepreneurship.

WEI PROGRAM:

- Work with the VP and the City of Atlanta's Office of Technology on strategies to position Atlanta as a Top 5 Tech Hub.
- Coordinate efforts with WEI cohort members, past and current, by providing business assistance through the Economic Development team's toolkit of financial and technical assistance.
- Maintain rolling updates of key external business resources that cohort members can take advantage of.
- Maintain Dealroom database that captures the growth and impact of the startup ecosystem in the City of Atlanta.
- Provide Event Reporting – Collect and organize information. Document events via Asana, Teams, and Excel for WEI program on a weekly AND monthly basis.
- Provide weekly reports for each WEI Entrepreneur's business.
- Submit monthly reporting for WEI programs and businesses to Invest Atlanta including but not limited to projects (in progress), jobs, and capital investment.
- Maintaining KPI tracking system to record event attendees, feedback and learning outcomes through our work management system, Asana.
- Suggesting and creating improvements to systems as needed.

KNOWLEDGE, SKILLS, & ABILITIES:

- Strong interest and affinity for entrepreneurship. Knowledge of the Atlanta startup ecosystem is a plus.
- Must be a critical thinker with the ability to identify, analyze and solve problems.
- Must have strong project management skills with the ability to gather data, compile information and prepare reports.
- Excellent interpersonal, presentation and writing skills; ability to cultivate and maintain external partnerships; strong verbal, written, communication and presentation skills.
- Establish and maintain effective working relationships.
- Strong organizational skills and results oriented; ability to work with people across a broad spectrum of backgrounds.
- Strong computer skills, including proficiency with using Asana, Microsoft Office (Word, Excel, PowerPoint, Outlook); and other software programs focused on project management, virtual events and programming, and business-related social media (Zoom, Teams, Slack, LinkedIn, Canva).
- Maintain flexibility and multi-task in a project driven environment.
- Strong ability to manage external/internal customers.
- Maintain confidentiality.
- AND other tasks as assigned.
- Flexibility to work some evenings and weekends to host or attend events and workshops.

EDUCATION & EXPERIENCE:

Bachelor's degree from an accredited college or university in business or related field and two (2) years of experience in entrepreneurship, business administration, public policy, or a related field; and 2 plus years of administrative experience. OR an equivalent combination of education and experience focused on startups and entrepreneurship, which equips the applicant with the requisite knowledge, skills and abilities as described below.

Resumes should be submitted to: jobs@investatlanta.com

Invest Atlanta is an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, age, religion, sex, gender, gender identity, sexual orientation, national origin, disability, marital and/or veteran status.