



Emerging Prairie Startup Programs Coordinator

Full-Time Position

\$40,000

Job Summary:

Emerging Prairie is looking for a Startup Programs Coordinator to work directly with the Manager of Startup Programs to help build a thriving startup ecosystem in the Fargo-Moorhead area. This role will support internal program efforts by helping to coordinate event logistics; managing the CRM; research new and existing startups, investors, community builders, educators, policy makers, etc; and help coordinate meetings and communication between the Startup Programs team, events team, marketing team, and other Emerging Prairie staff and support as needed.

This person will also assist with events as they arise, sometimes happening before and after typical working hours. Duties may include setting up and tearing down events, coordinating communication between attendees and/or speakers, and assisting the events team with logistics. This person will also coordinate the day-to-day logistics of StartupBREW Fargo including running the weekly internal StartupBREW team meetings, managing event logistics, researching potential speakers, and finding community announcements.

We're looking for an individual who is motivated about the startup ecosystem, interested in helping founders and their companies grow, has a passion for connecting individuals to each other and resources, and has a desire to see the Fargo-Moorhead area grow and support startups. Our ideal teammate is someone who is eager to learn, ambitious to get things done, willing to try new things, thinks outside the box, takes direction and initiative well, is energized by people and can pivot quickly if needed.

To apply: Please send both a cover letter and résumé to sadies@emergingprairie.com

Overview:

Overall Program coordination and support	50%
StartupBREW Fargo coordination	25%
Communication with community members	15%
Other duties as assigned	10%

Key Areas of Responsibility

Overall Program Coordination and Support

- Continual communication with the Manager of Startup Programs to ensure events and programs are being planned and executed to the expectations set
- Regular meetings with the event team, marketing team, and other necessary staff to ensure Startup Programs support
- Entering and managing data in our CRM (Hubspot)
- Researching and maintaining a list of resources for founders (business support, investors, etc.)
- Taking the initiative to identify gaps and opportunities in the community where Emerging Prairie can be most impactful
- Coordinate speaker communications - setting up initial phone calls as well as sending out emails, thank you messages and photos after StartupBREW Fargo
- Planning events - setting up time/place, outreach to founders and sending calendar invites
- Planning Startup/Investor Meetups - setting up time/place, outreach to founders and sending calendar invites
- Setting up meetings for out-of-town founders - concierge service/setting up meetings/logistics for travel



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- Engage with community members and event attendees at Emerging Prairie events as well as community events.

StartupBREW Fargo Coordination

- Lead weekly logistical meetings with StartupBREW Fargo team
- Coordinate onsite for StartupBREW Fargo each week (set up, tear down, coordinating team members, etc.)
- Assist in finding a welcomer, Random Act of Art, and community announcers each week
- Assist in identifying potential speakers

Communication with Community Members

- Respond to external inquiries about Emerging Prairie's Startup Programs
- Outreach to founders, community builders, investors, with support from the Manager
- Communication will include: emails, phone calls, video calls, in-person meetings

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.

Education and Experience:

- Bachelor's degree and/or 2 years work experience
- Prior related experience preferred

Physical Requirements:

- Ability to continuously stand or walk during events.
- Prolonged periods sitting at a desk and working on a computer.
- Ability to lift up to 50 pounds occasionally.
- Remote work capable

Availability:

- Available to work 38 - 40 hours per week
- Must be available to work some evenings and/or weekends depending on event schedules
- Must be able to work onsite and/or remotely, depending on the needs

Benefits and Culture:

- Flexible work environment that allows the employee to work from varied environments and locations. (Note* this role must be located in Fargo, ND)
- Core values: Trust First, Learn Fast, Be Bold, Move Together, Be Scrappy, Think Holistic, and Lead with Gratitude.
- Retirement program with employer match.
- 80% coverage of employee health insurance premiums (does not include vision or dental).
- Generous time off: 10 paid holidays (including your birthday), and 128 hours PTO in the first year.

Emerging Prairie is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.



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About Emerging Prairie

Emerging Prairie (EP) is an organization that believes in and nurtures the potential of our community and its leaders. We have made it our mission to celebrate entrepreneurs, artists, creators, and community leaders in the Fargo-Moorhead area. Recognition of our community's potential, development of an environment for social connectivity, and the act of highlighting the risk takers and change-makers is vitally important, as these are the key accelerators of growth and development. Emerging Prairie was founded based upon the following principles in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.

1. Accelerate Entrepreneurs - We host events that give entrepreneurs a platform to share their passion about their business or idea. We continue to strengthen programs that provide opportunities for entrepreneurs to learn and connect.
2. Educate Our City - By bringing ideas to Fargo and challenging the status quo, we can move our community forward. Through events, programming, and using our influence to convene leaders, we are able to move ideas to action and impact.
3. Infuse the Arts - We create opportunities for the arts / artists to be incorporated into all of our events and programs. We believe artists are the vital culture creators in a community; culture is a key factor in what makes people choose to build a life in a city.
4. Build on Our Brightspots - We are cheerleaders and champions of the people who are doing great things in our community. Working from the idea of "a rising tide lifts all boats," we celebrate those that are making progress and positively impacting our community.
5. Practice Radical Inclusivity - As the fabric of our community becomes richer, we need to create an environment to welcome people from a variety of backgrounds, faith traditions, lifestyles, etc. We do this through actions such as participating in Welcoming Week, celebrating New American Entrepreneurs, providing gender neutral restrooms at events, utilizing "pay what you can" methods and offering vegan food at our events.

Mission statement: To energize communities.

Vision: The relentless pursuit to improve the human condition both locally and beyond.

Emerging Prairie strongly values diversity, equity, inclusion -- it continues to be one of our core values as an organization. Emerging Prairie is proud to be an equal opportunity employer and prohibits discrimination and harassment of any kind.

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