

Job Description: Technical Assistance Project Manager

The Technical Assistance Program Manager will lead the development of workshops, community programs, and support networks designed to uplift historically disadvantaged entrepreneurs. This role is central to our mission of expanding economic opportunity, strengthening small businesses, and ensuring that entrepreneurs have access to the knowledge, tools, and relationships needed to thrive. The ideal candidate is a strategic thinker, a strong communicator, and a builder of ecosystems. Someone who can design high-impact programming while cultivating partnerships that expand resources for emerging and established entrepreneurs.

Key Responsibilities

Recruitment

Community Outreach & Identification

- Conduct proactive outreach within local neighborhoods and cultural communities to identify potential entrepreneurs
- Build trust-based relationships with individuals who may benefit from technical assistance or business development support
- Represent Africatown at community events, business gatherings, and outreach activities

Entrepreneur Referral & Support

- Refer entrepreneurs to the programs, workshops, and services when appropriate
- Provide guidance on available resources, tools, and opportunities that support business growth
- Maintain accurate records of referrals, follow-ups, and participant engagement

Program Coordination & Collaboration

- Participate in coordination meetings, partner convenings, and collaborative initiatives when feasible
- Share relevant information about new programs, grants, trainings, or community resources that may benefit entrepreneurs
- Support efforts to strengthen the local entrepreneurial ecosystem through communication, partnership-building, and resource sharing

Network Development & Ecosystem Strengthening

- Cultivate relationships with local businesses, support organizations, financial institutions, and community leaders
- Help build a connected network of technical assistance providers and entrepreneurial support partners
- Contribute to strategies that expand access to capital, training, mentorship, and business development services

Qualifications

- Bachelor's degree in workforce development, counseling, or related field preferred
- Experience in workforce programs or job placement
- Strong relationship-building skills
- Knowledge of construction industry employment preferred.

Technical Skills

- Proficient with Microsoft Office applications, including Excel, Word, and PowerPoint
- Skilled in leveraging social media platforms for communication, engagement, and recruitment
- Experience using applicants' tracking systems.