

Role Description



Program Manager: Little Skills Library

We're glad you're interested in becoming a part of the New Venture Marketplace team.

We are small but mighty and are looking forward to creating more community impact through the Little Skills Library Events. Although this is a specific role, we welcome any other skills and encourage collaboration. This role is an important one and will contribute to the success of New Venture in more ways than one. By helping out you are contributing to the success of new entrepreneurs, in hopes of making entrepreneurship a sustainable and equitable career.

To get familiar with the organization and our values, please check out the [Little Skills Library Description](#), [New Venture Description, Mission and Values](#). We also have a [Community Manual](#), which we expect all volunteers to read and carry with them throughout the role.

The Program Manager for Little Skills Library is the champion of making community impact through entrepreneurship. It's our first time running in person learning and connection events, and it's your job to make it happen smoothly. We'll rely on you to organize, problem solve and communicate the event. It may sound daunting, but mostly it's just fun.

Take it from Morgan, the organizer for our flagship event. She's raised over \$8000 for the organization, impacted thousands of people and even traveled to Puerto Rico with New Venture. We're a dedicated and supportive team and are looking forward to seeing your application.

Your Role:

- Organizing logistics and ensuring the success of our community led learning events for entrepreneurs.
- Seeking applications from entrepreneurs to host sessions and working with New Venture team to pick best applicants.
- Liaising with organization host, ensuring timing, details and materials are prepared.
- Meeting with entrepreneurs who are hosting sessions for a review of their presentation.
- Ensuring honorarium forms are completed by entrepreneurs and that they get paid for their time.
- Organizing food for the events.
- Prioritizing and adapting to folks' accessibility needs throughout the process.
- Working with Marketing and Communications person to ensure there is materials to share at the event, and that event is being promoted through multiple channels.
- Plan and prepare space for arrival of entrepreneurs, and assist with tear down.
- Represent New Venture as the primary contact for the Little Skills Library.
- Managing timeline for event and working with the team to ensure that event is on track for success.
- Managing budget for the event.
- Organizing reporting/feedback survey for the event with the help of Enactus liaison.
- Onboard volunteers as needed.
- Other misc. tasks and fun things you may want to contribute!