



Entrepreneur Liaison

Qualified candidates must have:

- Fluent spoken and written English
- Self-starter and the ability to work independently
- Excellent written and verbal communication skills
- Strong organizational and time-management skills
- Thrives in a familiar environment and enjoys recurring tasks

Responsibilities include:

- Responds efficiently and in a timely manner to all initial inquiries received from potential entrepreneurs throughout various channels
 - Email, Wix, Instagram, Facebook, LinkedIn
- After first point of contact, connect any relevant leads to our Executive Director and Director of Operations for second point of contact
- Compile data on all submitted applications from JotForm and Google Forms, tracking demographics and other important elements of each applicant
- Advertise RISE programming on additional platforms, allowing us to promote RISE broadly and secure new applicants on a rolling basis throughout the year
- Other administrative tasks on an ad hoc basis

