



Business Network Coordinator

Job Announcement and Description

Job Type: Part-time, 15 hours/week, hybrid—office/remote, with potential to grow

Salary: \$28/hour, plus a monthly health care stipend

Timeline: Start date is March 15, 2024, or as negotiated.

Reports To: A Greater Applegate Co-Executive Directors

As the community-building organization for the Applegate Valley, A Greater Applegate (AGA) sees the Applegate Business Network as one of our central collaborative strategies that supports the economic vitality of the Applegate Valley.

The Business Network Coordinator is responsible for facilitating a local Business Network that represents the vision of its membership and building the capacity to turn vision into action. The Business Network provides opportunities for segments of the Applegate Valley population to support each other and the broader community through peer learning, collective engagement, and the design and implementation of projects.

The Business Network Coordinator reports to the Co-Executive Directors and works in collaboration with the staff of AGA as well as volunteer leadership representing the Business Network.

Key Responsibilities

The Network Coordinator is responsible for supporting, facilitating, and building engagement in the Business Network. Specific duties include:

- Developing and implementing procedures to recruit and grow membership, engagement, and raise network funds
- Planning and facilitating educational opportunities, events, and projects that identify and meet local business needs and support the business community
- Identifying and engaging strategic partners to help steer network priorities and activities, as well as local economic and community development

- Sending out periodic communications and conducting other forms of community outreach (ie flyers, social media, email campaigns, phone calls, in-person and virtual meetings)
- Collaborating with Working Group Coordinators, as appropriate for programming and events to ensure Business Network engagement, especially regarding Destination Applegate, The Arts, Outdoor Recreation, and Village Hubs
- Being a liaison between the Food and Farm Network and the Business Network
- Building relationships with Chambers of Commerce, other business networks, and workforce development organizations
- Coordinating committees to participate in program design and implementation of projects and events
- Managing membership database and benefit fulfillment, including a local business directory and map
- Creating marketing collateral for event and program outreach
- Coordinating with staff and Co-Executive Directors to ensure that projects are true to the AGA mission, strategic goals, and the *Applegate Valley Vision*
- Coordinating with the AGA team to ensure communication between networks, other AGA activities, and the general public of the Applegate Valley

Desired Experience and Qualifications:

- Ability to work independently and in teams, both remotely and in the office
- Strong interpersonal skills and willingness to engage with a diverse group of people and businesses
- Proficiency in Google Suite, Microsoft Office Suite, Canva, WordPress, CRM, Zoom, Meta Business Suite
- Capacity to travel throughout the Applegate Valley and Oregon for meetings and conferences
- Ability to maintain flexible work hours, including attending occasional events on evenings and weekends
- An understanding of, commitment to, and demonstrated experience in multi-stakeholder organizing and building equity in organizational and community environments

- At least one year of experience in nonprofit leadership or group facilitation
- Strong verbal and written communication skills, including the ability to communicate effectively with community members, partners, elected officials, funders, and donors
- Networking and relationship-building skills
- Ability to collaborate and elevate points of agreement
- Experience with conflict resolution or mediation and consensus decision-making
- Skilled in prioritizing tasks, managing workflow and time, and tracking contacts
- Meeting planning and facilitation skills
- Bachelor's degree or equivalent combination of education and experience
- Lived rural experience

About A Greater Applegate

A Greater Applegate (AGA) is the community-building organization serving the Applegate Valley. AGA's work is guided by local residents who are encouraged to voice their needs, resources, and perspectives through a variety of means: surveys, listening sessions, and outreach events. AGA is a valued partner for Applegate residents and businesses for our all-are-welcome environment and can-do attitude. AGA strives to strengthen the fabric of our community by providing opportunities for community engagement, programming, and local empowerment.

A Greater Applegate recognizes that the Applegate Valley consists of unique layers of diversity, culture, history, life experiences, generations, socio-economic statuses and differing access to resources. Our community represents a wide spectrum of opinions, thoughts and beliefs. We acknowledge that the work of rural community building encompasses more than any one of these viewpoints. We commit to accessible, inclusive programs, engagement and outreach that serves our community and supports the livability of our environment.

We encourage you to apply, even if you don't believe you meet every one of our described qualifications. Studies have shown that women and Black, Indigenous, and

People of Color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. AGA is committed to the work of improving our diversity and inclusiveness. Our best work engages people who reflect the multifaceted nature of this rural community. We encourage applicants who would expand the diversity of lived experiences within our team.

How to Apply:

Submit the following documents to Angelique Stewart at angelique@agreaterapplegate.org:

- A cover letter describing your interest in the position and detailing how you meet the position qualifications,
- A resumé that summarizes your skills and experience,
- Names and contact information (email, telephone number, and short context describing your relationship to the individual) for three professional or personal references.

The first review of applications will begin **Monday, March 4, 2024**. Applications will continue to be accepted and reviewed until the right candidate is found.