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28 W Adams Ave., Suite 800
Detroit, MI 48226

Organization: Michigan Black Business Alliance (MBBA)

Job Title: Program Coordinator

Location: Detroit, Michigan

Job Type: Full-time

Travel: Must be willing to travel as needed for responsibilities

Michigan Black Business Alliance empowers Black entrepreneurs through a range of programs and services, including access to capital, mentorship, business education, and policy advocacy. We create spaces for Black businesses to incubate and thrive. We position ourselves in key locations and events and we leverage our voice to advance our ambitious goals for systems change on behalf of Black entrepreneurs. We unabashedly acknowledge the centuries of government sponsored oppression and intentional policies and structures that have created a widening racial wealth gap.

The Mission of the Michigan Black Business Alliance (MBBA) is to help close the racial wealth gap by developing programs and advocating for policies that result in profitable and sustainable Black-owned businesses that are connected to public and private economic opportunities, while building trusted relationships.

Purpose of the role at MBBA

The Program Coordinator will play a key role in the planning, implementation, and evaluation of various programs and initiatives designed to support and empower Black-owned businesses in Michigan. The successful candidate will be responsible for managing program logistics, coordinating events, and engaging with stakeholders to ensure the effective delivery of MBBA's programs.

Core Job Responsibilities

Program Coordination

- Assist in the development and implementation of program strategies and objectives in alignment with MBBA's mission and goals
- Coordinate and oversee program activities, ensuring timely execution and adherence to budgetary guidelines
- Monitor program progress, track metrics, and prepare reports on program outcomes and impact

Event Coordination

- Plan, coordinate, and execute events such as workshops, seminars, networking sessions, and conferences that cater to the needs and interests of Black-owned businesses
- Collaborate with internal and external stakeholders to secure event venues, speakers, sponsors, and vendors
- Coordinate logistics, including registration, materials preparation, audiovisual setup, and catering
- Partner with internal teams to translate member needs into actionable solutions

Stakeholder Engagement

- Cultivate and maintain relationships with business owners, community leaders, government officials, youth, business assistance and funding partners within the small business ecosystem to ensure their active participation in MBBA's programs
- Collaborate with partners to facilitate meaningful connections and networking opportunities for program participants

Resource Development and Promotion

- Utilize various communication channels to engage program participants and stakeholders, keeping them informed about upcoming events and opportunities

Administrative Support

- Provide general administrative support to the MBBA team, including maintaining program files, managing data collection and reporting, and preparing program-related correspondence
- Assist with fundraising efforts and grant reporting as needed
- Perform other duties as assigned by the Program Manager

Qualifications and Abilities

- Bachelor's degree in business administration, nonprofit management, or related field (relevant experience may be considered in lieu of a degree)
- Proven experience in program coordination, event planning, or project management
- Strong organizational and time management skills with excellent attention to detail
- Genuine desire to learn new skills and own new responsibilities while working independently
- Effective communication and interpersonal skills, with the ability to engage diverse stakeholders
- Knowledge of Michigan's business landscape and understanding of challenges faced by Black-owned businesses is preferred
- Proficiency in using Microsoft Office Suite and other relevant software applications
- Experience with Google products for collaboration and communication
- Familiarity with CRM, Zoho a plus
- Familiarity with Monday.com a plus

Compensation:

- **Salary Range:** \$40,000 - \$60,000 per year

Additional Assets:

- **Local Market Knowledge:** Familiarity with the Michigan's business landscape

Reports to: Program Manager

Hiring Process:

- Interview includes:
 - Screening call with selected candidates
 - In-Person Interview with Director of Programs and Program Manager
 - Case Study Assessment

Benefits:

- Effective upon hire
 - Competitive Salary
 - Remote Friday's
 - Holidays: You will have 11 nationally recognized holidays. More time for rest around the winter holidays may be provided at the discretion of the CEO.
- Effective after 90 days
 - Medical, Dental, & Vision
 - Unlimited Paid Time Off
 - Retirement Savings

MBBA is an equal-opportunity employer and encourages individuals from diverse backgrounds to apply.

To Apply:

Please submit your resume and cover letter to hr@blackbizalliance.com. In your cover letter, please share what motivates you to work in this capacity and how your skills and experience can contribute to our organization.

We encourage you to learn more about the MBBA's mission and programs at <https://blackbizalliance.com>