Business Program Coordinator

Position Overview
The Business Program Coordinator is responsible for managing, coordinating, and conducting trainings in the business incubator program. This includes coordinating and marketing assigned projects for the small business community serving the Pine Ridge Reservation. To do so, the coordinator will work directly with business and industry leaders to present and coordinate the business curriculum and specific topics relevant to the company needs.

Reports to
TVCDC Social Enterprise Director

Position Location: TVCDC Porcupine Offices with regular regional travel and occasional national travel required

Compensation & Benefits
Annual Compensation: $35,000-$45,000—depending on experience Full-time, hourly, non-exempt, not to exceed 40 hours per week
Benefits:
- Health Insurance- Employee premium paid by TVCDC;
- Dental Insurance- Employee premium paid by TVCDC;
- Vision & Hearing Insurance- Employee premium paid by TVCDC;
- SIMPLE IRA with up to a 3% match from TVCDC;
- Accrued Paid Time Off up to 160 hours per year;
- 14 Annual Paid Holidays;
- Up to $1,500 annually in continuing education assistance;
- Up to 200 flexible work hours for continuing education development;
- Up to 6-weeks paid Maternity or Paternity Leave for new parents;
- Up to 4 hours per week, paid, to participate in Lakota Language Learning Class;
- Up to 25 minutes daily, paid, to participate in a wellness activity;
- Priority enrollment for children in Lakota Immersion Childcare (space depending);
- Paid administrative leave during inclement weather closures.

Essential Duties & Responsibilities
- Test and review created materials
- Host trainings to cohorts of up to 15 people through business incubator curriculum
- Conduct training needs assessment and identify skills or knowledge gaps that need to be addressed
- Manage and maintain in-house training facilities and equipment
• Management of program budget in coordination with the Director.
• Coordinate and monitor enrollment, schedules, costs, and equipment
• Track and compile collected data
• Communicate training needs and resources
• Maintain a database of all training materials
• Assist in community outreach and education around program opportunities and business development.

Qualifications, Knowledge, Skills
• Bachelor’s degree in education, business, human resources, information technology, or related field preferred
• Previous experience as a trainer, corporate training specialist, or related position
• Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
• Experience with technologies and best practices for instructional manuals and teaching platforms
• Good interpersonal skills and communication with all levels of management
• Organized and able to create multiple timelines, budgets, and schedules
• Able to multitask, prioritize, and manage time efficiently
• Excellent leadership, team building, and management skills
• Excellent verbal and written communication skills
• Able to analyze problems and strategize for better solutions
• Passionate about TVCDC mission and vision, committed to learning and growing historical and current organizational knowledge.

ADA Specifications
TVCDC is committed to making reasonable accommodations in accordance to the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualifications that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The Business Training Coordinator may be required to use a computer for extended periods of time. Extended/alternative working hours and travel may be necessary. May be required to lift and carry up to 25 lbs and complete work in a variety of settings and weather conditions.

Mission and Vision Driven
Ideal candidate has as a strong belief in the TVCDC mission/vision and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission
Lakȟóta thiyóšpaye na théča kiŋ Lakȟól wičhóthi éega wičhózani na wičhóh’aŋ na wičhóuŋ yuwaŋtapi kta chá wóasiyé na wóslol’iŋiyé uŋ wiyokhi-wičhúŋyàŋpi. Empowering Lakota youth and families to improve the health, culture, and environment of our communities through the healing and strengthening of cultural identity.
Thunder Valley CDC Vision
Lakȟóta Oyáte waŋ iyápi na wičhóníŋ na wóčhekiye uŋ iglúha čha uŋkíhanblapi We envision a liberated Lakota nation through our language, culture, and spirituality.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.