Networks Northwest is seeking a motivated, tech-savvy, results-driven professional to add to our team. As the APEX Accelerator Department Coordinator you will be tasked with providing support to the APEX Accelerator (APEX) team to bolster their work within our business community. This position coordinates a vast array of APEX activities and provides administrative and technical support to their team as well as their clients.

The position is based out of Traverse City with potential for some remote days after training period. The Northwest Michigan APEX Accelerator service area includes the entire Upper Peninsula and the 10-counties of the northwest Lower Peninsula. Some travel within Michigan is required. The preferred candidate has the desire to continuously learn and improve, enjoys supporting and collaborating with others, relishes solving problems and use of technology, and has a passion for supporting our business community!

Responsibilities to include:

- Manage client intake and monitor and maintain client database to ensure accurate and up to date information.
- Assist clients in completing required paperwork and online registrations for government contracting.
- Coordinate client attraction and retention activities.
- Assist APEX Director with program compliance and grant reporting.
- Lead team in marketing and outreach activities, including a robust social media presence for the program, and publishing monthly APEX newsletter.
- Coordinate APEX (in-seat and virtual) events including the creation of promotional materials, maintenance of presentations to ensure they are current, and delivery of the APEX Overview (PowerPoint) at events.
- Collaborate with Networks Northwest Business Services Team, area resource partners, as well as local and State stakeholders.
- Provide administrative support to APEX team
- Performs other duties as assigned.

Essential Qualifications:

- College degree or equivalent experience desired.
- A background in business is highly preferred, experience with social media a plus.
- Outstanding organizational, Internet research and online collaboration skills along with full competence in Microsoft Office products required.
- Outstanding verbal and written communication skills.
- Ability to work effectively as a member of a team.
- Creative and problem solving skills.
- Possession of a valid Michigan driver’s license and insurable to drive agency vehicles.

Compensation:

This is a full-time salaried position starting at $44,000 annually. The employee is entitled to the Networks Northwest's fringe benefits package that includes: Comprehensive health, dental and vision insurance with employer paid premiums; life insurance; employer paid deferred compensation retirement package; paid vacation, paid sick leave, and paid holidays, cell phone and a computer.

How to Apply:

Interested candidates are to email their cover letter and resume by 5 p.m. on July 5th, 2023 to: Cathy Fairbanks at cathy.fairbanks@networksnorthwest.org.