

Dreaming Out Loud, Inc.

419 7th Street NW, 3rd Floor
Washington, DC 20004
(p): 202-800-2612
Email: info@dreamingoutloud.org



COMPANY DESCRIPTION

Dreaming Out Loud's mission is to create economic opportunities for the DC metro region's marginalized community members through building a healthy, equitable food system. Dreaming Out Loud is rebuilding urban, community-based food systems through social enterprise, helping to increase access to healthy food and improve community health, develop low-income entrepreneurs and cooperatives, and train at-risk adult residents for sustainable, family-supporting wages.

JOB DESCRIPTION:

Start Date: February 1, 2018

Dreaming Out Loud's Ready for Entrepreneurship Accelerator Modules (D.R.E.A.M.) Program
Coordinator

Dreaming Out Loud's Ready for Entrepreneurship Accelerator Modules (D.R.E.A.M.) Program is a multi-session program curriculum that provides end-to-end support intentionally focused on low-income and socially disadvantaged entrepreneurs - from introductory business workshops through business capacity building training, mentorship, capital access, marketing and retail opportunities. We use the cohort framework to encourage cooperative business approaches with deep interconnections in our partner communities. Our approach is intended to create an ecosystem of support that provides access to the human, financial, and social capital needed to help marginalized community members create economic opportunity for themselves and their neighborhoods. We work closely with other community organizations, nonprofits, businesses and industry experts to provide full service to entrepreneurs interested in becoming a food entrepreneur.

RESPONSIBILITIES:

1. Work closely with DOL leadership to create and implement the DREAM program in DC's marginalized communities east of the Anacostia River.
2. Research, create, and maintain an accurate resource guide for food entrepreneurs at all stages of business development.
3. Serve as an intermediary between food entrepreneurs and technical assistance resources compiled by DOL.
4. Serve as an expert on the Cottage Food Law, its regulations, and updates to the landscape.
5. Manage the outreach and communications to recruit participants into the DREAM program.
6. Schedule, create agendas, and take minutes of all DREAM program partner meetings or related meetings.
7. Work closely with DOL's Executive Director to collect data on participant successes and difficulties in order to provide the best technical assistance.
8. Work alongside partners to update and maintain database input of all participants and program inquiries.
9. Update all communications outlets including print, website, and email marketing to update the public regarding DOL

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10. Meet with potential stakeholders to explain the DREAM program and convey the program successes and challenges.
11. Work with the Supply Chain Coordinator to assist entrepreneurs with sourcing and procurement.

MINIMUM REQUIREMENTS:

- A commitment to the advancement of marginalized communities in the District.
- A willingness to listen to diverse the concerns of potential entrepreneurs and ability to help or direct them to resources.
- Excellent writing skills.
- Experience in successful business startups.
- Bachelor's degree in business, management, or related field, plus 3 years of program management experience.

COMPENSATION:

This position is PAID: salaried, \$40,000.00 - \$50,000.00

DOL provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, gender identity, sexual orientation, national origin, age, disability or genetics. In addition to federal law requirements, DOL complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

WANT TO APPLY?

Send your resume and cover letter with the subject line: LAST NAME - DREAM Program Coordinator by Friday, January 5, 2018 at 5:00pm to opportunity@dreamingoutloud.org or mail your response to Starsha Valentine, Director of Operations and Resource Development, at 419 7th Street NW, 3rd Floor Washington, DC, 20009. If your application is selected, we will contact you to set up an interview! Applicants will be interviewed on a rolling basis. Call with any questions at 202-800-2612 ext.104.