



POSITION ANNOUNCEMENT

Program Manager International Marketplace Coalition

Background

The International Marketplace Coalition (IMC) (formally The Lafayette Square Area Coalition) is a not-for-profit organization comprised of businesses, concerned citizens and community leaders who encourage economic growth and development of the Northwest side of Indianapolis, Indiana. This area has become a vibrant, diverse community and the world is taking notice. Our area has been recognized by the New York Times as being a place “where the world comes to eat”. International Marketplace Coalition is embracing our new-found diversity and fame and with the help of the community and businesses we are actively working to transform the Lafayette Square Area into the International Marketplace (IM). We are recognized as a thriving cultural, commercial and connected destination within Indianapolis. For more information about the International Marketplace Coalition, visit www.lsacoalition.org.

The IMC invites applications for a Program Manager who will work with neighborhood business leaders and concerned residents in the International Marketplace Area. This person will manage, develop and organize events and programs for the IMC.

This position reports to the Executive Director of the International Marketplace Coalition.

Responsibilities - will include but not limited to

- **Advance the FOCUS initiative.** This includes coordinating with planning teams and neighborhood leaders, and responsibilities related to overall outcomes tracking, grant management, and technical assistance deployment.
- **Provide small business support.** This includes connecting, convening and engaging International Marketplace stakeholders.
- **Develop and strengthen the IMC.** This includes grant writing, fundraising and event management.
- **Grow and Develop Volunteer Base.** This includes staffing volunteers for IMC events and committees

Required Qualifications

- Bachelor’s degree preferred.

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www.imcoalition.org

Shrinking the Globe and Creating a Village



- Excellent writing and verbal communication skills, with advanced skill with MS Word and Excel.
- Excellent interpersonal skills suited to a complex working environment.
- A commitment to help community residents transform distressed neighborhoods into healthy, safe and sustainable communities.

The ideal candidate has:

- Experience in program development/management with a proven track record of implementation success.
- Self-starter who is able to prioritize and manage multiple tasks is essential.
- The capacity to work on multiple tasks and projects with attention to detail, prioritize a challenging workload, be well organized and dependable while staying positive and solution-oriented.
- Good problem-solving skills with a willingness to be flexible and proactive in a fast-paced and challenging work environment.
- Possess strong skills in communication and relationship-building,
- Flexibility and poise in dealing with a diverse range of individuals and organizations.
- Being multilingual is a plus
- Some grant writing experience preferred.

To Apply:

Candidates should send a resume, cover letter, and a writing sample. Use the cover letter to describe what in your professional background demonstrates the competencies sought and what interests you most about working for the International Marketplace Coalition. Deadline: March 15, 2018.

Send all materials via email to Mary Clark, mclark@imcoalition.org, with “Program Associate Position” in the subject line of the email. **Only email applications will be accepted.** No phone calls, please.

The International Marketplace Coalition is an equal opportunity employer committed to diversity and inclusion.