

CREATING ENTREPRENEURIAL OPPORTUNITIES

Facilitator Job Description

The CEO Facilitator, serving as an independent contractor, will create a learning environment where students are encouraged to explore, discover and experience learning through real life activities. The Facilitator's role is to model a passion for learning, connect with the students and community, collaborate with the board, and, most importantly, provide guidance to the students. The Facilitator position is a half-time position. Two hours of each school day is spent with the students, and the balance is used for arranging business visits, guest speakers, calling on business people, etc. CEO requires a great deal of time from the Facilitator to establish good relationships with the business community, prepare the many communications that make the program transparent, and build the learning environment that allows students to succeed. The Facilitator must be an excellent time manager who is flexible, yet self-disciplined. For example; different types of businesses may be reached at a different time of day or evening or the class business preparations might require meeting on weekends or evenings outside of normal CEO tours, visits, and planning sessions.

We are seeking a Facilitator who is:

- A kid magnet
- Able to get out of their own way (i.e. They will be willing to lean on community members who are experts in their fields.)
- Able to contextualize and prioritize Craig Lindvahl's and their own life lessons throughout the program.
- Dedicated to kids/ a great relationship builder
- Naturally curious
- An excited learner
- Adaptable
- A first-class communicator
- Able to interact with business investors and partners
- Comfortable working in a technology rich environment
- Has an existing or is able to attain ISBE Licensure

Specific functions of a Facilitator:

Support Student Development:

- Mentor students
- Review, comment and score student journals
- Facilitate the students' development of the class business
- Identify students' needs
- Plan to meet students' needs
- Facilitate the students' development of their personal businesses
- Connect students to resources
- Incorporate Life Lessons (from Things You Wish You Knew Yesterday)

Organize:

- Class meeting sites
- Business visit sites
- Guest speakers
- Networking opportunities
- Class activities
- Team building
- Grade reporting to schools

Communicate:

- A positive image of CEO
- Greet and introduce guests
- Student recruitment by working closely with all four school districts
- Write weekly class updates (newsletters) to be posted on the website
- Student and Alumni activities
- Website and Facebook maintenance
- Schedule changes whenever needed
- Prepare a monthly board report
- Schedule student presentations for community organizations
- Collaborate with the CEO board, including monthly report
- Class orientation
- Market the class
- Work with CEO Board to Host Trade Show “CEO Marketplace”

Participate in The Midland Institute for Entrepreneurship Events:

- Attend Annual National Conference (summer)
- Participate in Webinars and other ongoing Facilitator Training
- Submit weekly newsletters for Investors and Friends of the program on website
- Complete & administer Midland Institute surveys

Contact:

Montgomery CEO Board Member Mike Fleming at

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PO Box 65
Litchfield, IL 62056

with questions or
to submit credentials postmarked by April 14th that include a resume that includes two references and cover letter.

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