



Martindale Brightwood Community Development Corporation (MBCDC) is a community-based nonprofit dedicated to advancing economic development, expanding opportunities, and strengthening the Martindale-Brightwood neighborhood in Indianapolis.

Through its Small Business Department, MBCDC supports entrepreneurs and residents with resources, training, and access to capital that contribute to broader community growth and economic mobility.

We are seeking a motivated and community-minded professional who is passionate about economic development and supporting entrepreneurs. The ideal candidate is organized, proactive, and eager to engage with diverse populations while contributing to programs that drive impact and growth.

### **Position Overview**

The Small Business Program Assistant serves as a key support role within Empowered Business Solutions, acting as the primary point of contact for small business owners and aspiring entrepreneurs. This position supports program delivery, client engagement, communications, and outreach efforts to ensure entrepreneurs are connected to the resources, training, and opportunities they need to grow and succeed.

This position begins with a 90-day contract-to-hire period to ensure mutual fit, with strong potential for continued employment. The position is grant-funded with funding secured through December 31, 2027.

### **Compensation & Schedule**

**Salary:** \$42,000–\$45,000 annually

**Schedule:** Full-time; Includes occasional evenings (about 2 per month) with flex time provided

### **Key Responsibilities**

#### **Client Engagement & Intake**

- Serve as the primary point of contact for all small business inquiries (email, phone, and in-person)
- Respond to inquiries and connect clients to appropriate programs, services, and resources
- Follow up on client referrals and maintain consistent communication
- Re-engage past clients and maintain ongoing relationships

#### **Program & Workshop Coordination**

- Coordinate trainings, workshops, and small business programming
- Manage speaker outreach, scheduling, and logistics

- Support program setup, communication, and execution

### **Outreach & Ecosystem Engagement**

- Participate in business ecosystem events, meetings, and collaborative initiatives
- Conduct outreach, canvassing, and engagement with entrepreneurs and community partners
- Represent Empowered Business Solutions in the community

### **CRM & Communications Management**

- Manage and maintain the CRM system, ensuring accurate and up-to-date client data
- Create and distribute the Small Business newsletter using Mailchimp
- Track engagement, participation, and communication efforts

### **Research & Resource Sharing**

- Stay informed on policies, regulations, and trends impacting small businesses
- Share relevant updates, opportunities, and resources with the community
- Provide referrals to partners and external support organizations as needed

### **Preferred Qualifications**

- Interest in entrepreneurship, small business, or community-based work
- Strong communication and customer service skills
- Comfortable engaging diverse populations with professionalism
- Experience with content creation; proficient in Canva and Microsoft Office
- Familiarity with CRM systems and Mailchimp preferred
- Highly organized, detail-oriented, and able to work independently
- Ability to travel locally, including driving and community outreach
- Bilingual (Spanish-speaking)

### **How to Apply**

Interested candidates should submit a resume (required) and may optionally include a cover letter, writing sample, and/or a brief statement of professional purpose outlining their interest in the role and career goals. **Please send all materials to [cmbarrett@mbcdc.org](mailto:cmbarrett@mbcdc.org).**

Applications will be accepted until May 15<sup>th</sup>, or until the position is filled.