



**Ann Arbor Center for Independent Living:
Micro Enterprise Works**

Assistant Specialist Position

The Ann Arbor Center for Independent Living is looking for a motivated, outgoing individual interested in looking to make a difference in the lives of others. We are looking for someone who can support entrepreneurs as they learn to launch their businesses. You must be experienced with social media and like working with people.

Primary Responsibilities

- Interact with customers to get questions answered about business start ups
- Assist business development staff with the development of electronic news and marketing announcements
- Coordinate registrations for workshops and events
- Coordinate regional business development seminars (planning, coordination with staff on mailings, pre-seminar follow-up)
- Assist and coordinate efforts in preparation of formal proposals, presentations
- Assist course instructors with preparation of course materials, including outreach to course attendees
- Utilize and enter data into all computer databases

Required Skills

- Strong basic computer skills, especially:
 - Knowledgeable in and experience with various Social Media Platforms
 - Basic knowledge in Canva or other graphic design software
 - Finding ways to fix operating glitches
- Knowledge and experience regarding the specific people served and the opportunities the program will provide:
 - People at or below the poverty level and/or with disabilities.
 - Experience in the basics of starting a small business

Traits Desired

- Reliable and conscientious
- Kind, compassionate, and supportive
- Organized and detail oriented
- Ability to work independently
- Solid communication skills

In addition, a positive attitude, creativity, a team-oriented and competitive outlook are all characteristics that will help applicants be successful in this role. A willingness to learn, problem-solving skills, and good time management are all a plus.

Details

- This is a .25 to .5 FTE position (roughly 10-15 hours per week)
- Availability to work some evenings and weekends required
- Reliable transportation a plus
- Potential to work from home available over time
- Compensation will be commensurate with experience

This job description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills, efforts or working conditions associated with the position. While it is intended to be an accurate reflection of the job requirements, the CIL reserves the right to modify, add or remove duties and to assign other duties as necessary.

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law.

We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.