



**JOB TITLE:** Executive Coordinator

**LOCATION:** Think Big Business Minority Accelerator at the Provenzano Center

**REPORTS TO:** Program Director

**EMPLOYMENT TYPE:** Full-Time

**SALARY RANGE:** \$38,000 - \$50,000 annually

---

## **ABOUT THINK BIG CORPORATION**

Think Big Corporation exists to empower entrepreneurs, ignite economic opportunity, and foster leadership in underserved communities. As a hub for innovation, education, and entrepreneurial growth, we are building a powerful ecosystem where individuals and small businesses can thrive.

## **POSITION OVERVIEW**

The Executive Coordinator plays a pivotal role in supporting the Executive Director and advancing the strategic goals of Think Big Corporation. This dynamic role blends high-level executive support, office management, and program coordination.

The ideal candidate is detail-oriented, highly organized, and mission-driven, with the ability to adapt and thrive in a fast-paced, impact-focused environment.

## **ROLES AND RESPONSIBILITIES**

- Serve as a trusted partner to the Executive Director, managing calendars, appointments, travel, and priority communications
- Draft, edit, and prepare internal and external communications, including emails, presentations, and reports
- Schedule and support meetings, preparing agendas, taking accurate minutes, and tracking follow-up tasks
- Maintain confidential and comprehensive filing systems for leadership and organizational use
- Assist with fundraising communications, donor records, and grant management coordination
- Assist the Executive Director in supporting and coordinating the work of business consultants, coaches, contractors, and strategic partners
- Help manage communications, schedules, and deliverables related to external service providers and collaborators
- Track assignments, maintain partner records, and ensure alignment with program goals and organizational values

- Coordinate and support other administrative assistants as needed, fostering a collaborative work environment, assigning tasks, monitoring performance, and ensuring administrative operations run smoothly across departments.
- Manage the day-to-day operations of the Think Big office, ensuring a smooth, professional environment
- Coordinate office logistics, including supplies, equipment, and vendor relationships
- Greeting and assisting visitors, entrepreneurs, and community partners
- Support light financial duties, including invoice processing and reimbursements
- Provide administrative and logistical support for the Think Big School of Business, CEJA Hub, EEC, workshops, and other programming
- Assist with coordination, communications, and documentation related to programming
- Maintain accurate participant data, attendance records, and outcome tracking for reporting and evaluation
- Assist with event logistics, registration, room setup, communication, and follow-up
- Help entrepreneurs navigate available resources and connections within the Think Big ecosystem
- Maintain up-to-date tracking of programming milestones, community engagement, and reports
- Serve as a liaison between participants and partner organizations

## **QUALIFICATIONS**

- Degree in Business Administration, Nonprofit Management, Communications, or a related field preferred
- Minimum 3 years of experience in an administrative or executive support role
- Excellent verbal and written communication skills
- Strong organizational and time management abilities with keen attention to detail
- High proficiency in Microsoft Office, Google Workspace, and online scheduling tools
- Experience working with nonprofits, community-based initiatives, or entrepreneurial programs is a plus
- Confident, professional demeanor with strong interpersonal and relationship-building skills
- Ability to handle confidential information with discretion
- Flexibility to grow with the organization's evolving needs

**WHY JOIN THINK BIG?**

- Be part of an organization transforming lives through entrepreneurship, equity, and empowerment
- Work in a collaborative, mission-driven culture that values leadership, ownership, and community
- Gain exposure to high-level decision-making, innovation, and strategic execution
- Help build a stronger economic future for Rockford and beyond

**ADDITIONAL NOTES**

This is a full-time position and may include occasional evening or weekend hours to support program activities or reporting deadlines. The role may evolve as Think Big continues to grow its entrepreneurial and community-based initiatives.