



## Startup Community Coordinator

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### About NextCorps:

NextCorps is a non-profit that helps technology-oriented entrepreneurs launch and grow successful startups, and established companies grow their revenues and profitability. NextCorps manages and delivers several programs, including early-stage technology commercialization, business incubation and accelerators, curriculum-based boot camps and consulting services for manufacturing related projects.

### Position Overview:

We are seeking a Startup Community Coordinator to assist with running two NextCorps programs:

- **Embark “No-Code” Bootcamp** – This program teaches Monroe County residents how to develop software without knowing how to code. It gives them a launching pad to a lucrative new career as a “no code developer,” which is an emerging and fast-growing area of the tech sector. It also helps them develop their own software startups with their newly taught “no code” skills.
- **Startup Incubation** – This program supports over 60 early-stage tech startups and startup founders in the Rochester region through ongoing mentorship, education, office hours with local experts, access to investors and grant opportunities, and affordable office space at our 40,000-sf incubator space at the Sibley Building in Downtown Rochester.

### Responsibilities:

- Assist with the day-to-day operations of both programs
- Coordinate and help facilitate in-person and virtual events
- Ensure effective engagement and collaboration among all program participants
- Collaborate with our marketing team to maximize program reach and encourage applicants
- Serve as an ambassador for programs in the community, raising awareness and driving interest
- Assist with qualifying applicants for both startup incubation and “no-code” bootcamp training
- Help implement training sessions around “no code” and “low code” software development
- Proactively identify resources that can support the many local startups incubating at NextCorps
- Engage with the local startup ecosystem, identifying opportunities for collaboration and growth
- Monitor program progress to ensure milestones are achieved according to program goals
- Develop and moderate an online community platform for program participant collaboration
- Develop online surveys to track success metrics and report results to program funders
- Collect and disseminate feedback on programs from program participants

### Qualifications:

Applicants should meet as many of the following qualifications as possible:

- Based in Rochester, NY and committed to the long-term growth of our region
- Passion for growing the entrepreneurial ecosystem in the Rochester region
- Interest in software startups, web/mobile applications, and “no code” development
- Preference for “no/low code” development experience (Bubble.io, FlutterFlow, etc.)
- Background in program management, with experience running smaller-scale events

- Experience in delivering educational materials and working with remote teams
- Excellent interpersonal and communication skills
- Strong organizational skills and attention to detail
- Ability to work some weeknight evenings to support events
- Travel not required – all meetings/events will be in Rochester or virtual

## **Relationships**

Reports To: Managing Director of Startup Incubation & Embark  
Manages: N/A  
Coordinates With: Marketing team, multiple program managers, program partners and president

## **Additional Details**

Location: Sibley Square, 260 East Main Street, Suite 6000, Rochester, NY and/or remote (must have ability to attend events at Sibley Square – not purely remote)

FLSA: Exempt - (Range - \$55,000 to \$65,000 depending on experience)  
Work Schedule: Hybrid work environment (combination of on-premises & remote). Normal office hours are 8:00 am to 5:00 pm. May require some flexibility at times to meet program delivery.

## **Important Note**

NextCorps reserves the right to modify, interpret, or apply this position description in any way the company desires. This position description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This position description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.”

Qualified employees who, because of a physical or mental impairment that significantly limits a major life activity, require a reasonable accommodation to perform the essential functions of this position should notify their manager.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

## **To Apply for this position**

Please email your resume and cover note/letter to [resumes@nextcorps.org](mailto:resumes@nextcorps.org), with “**Startup Community Coordinator**” in the subject line. All applications are due by **September 29, 2023**.