**Facilitator Job Description**

The CEO Facilitator 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. 90 minutes of the 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.

We are seeking a facilitator who is:

* A kid magnet
* An entrepreneurial thinker
* 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

**Specific functions of a facilitator:**

Support Student Development:

* Mentor students
* Review 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

Communicate:

* A positive image of CEO
* Greet and introduce guests
* Schedule changes whenever needed
* Write weekly class updates (newsletters) to be posted on the website
* Prepare a monthly board report
* Facilitate student presentations for community organizations
* Collaborate with the CEO board
* Class orientation
* Market the class
* Student recruitment
* Student and Alumni activities
* Website maintenance
* Trade Show

Participate in The Midland Institute for Entrepreneurship Events:

* Attend Annual National Conference
* Participate in Webinars
* Submit weekly newsletters
* Complete & administer Midland Institute surveys

*This document may contain information provided by the network of CEO communities.*



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