**Technical Assistance Specialist**

**RMEOC Business Conversions to Employee Ownership Program**

The Rocky Mountain Employee Ownership Center (RMEOC), a nonprofit organization based in Denver that works to build a more inclusive economy by advancing employee ownership across Colorado, seeks a Technical Assistance Specialist to provide information, education, and technical assistance to guide businesses through the process of becoming employee-owned.

**About RMEOC:**

The Rocky Mountain Employee Ownership Center is a nonprofit organization founded in 2012 to create a more inclusive economy by advocating for and creating pathways to employee ownership. We do this by: providing education to business owners, employees, service providers and the general public about the benefits and technical aspects of employee ownership; working with existing businesses to guide them through the process of becoming employee owned; and advocating at the local, state, and national levels for policies that support employee ownership. We are a small but growing organization and seek a collaborative, effective, and highly motivated team member who will contribute to the overall growth and building a positive, learning-oriented culture of the organization.

**About the Position:**

We are seeking an experienced individual with skills in business planning, consulting with individuals and groups, and adult education/training to serve as a Technical Assistance Specialist (TAS) for expansion of our statewide work assisting businesses to explore employee ownership and guiding businesses through the steps to become employee owned. RMEOC works across a wide spectrum of employee ownership types including worker owned cooperatives, ESOPs, and other forms. The TAS will lead development and implementation of RMEOC’s Technical Assistance Program, building on the program’s work to date and with direct support from RMEOC’s Executive Director. The position will be based out of our Northeast Denver office with the ability for some remote work and frequent travel throughout the state. This is a multi-year grant-funded position through partnership with the Colorado Office of Economic Development and International Trade, Employee Ownership Network.

**Job Responsibilities:**

* Respond to phone and email requests from business owners, employees, business service providers, and others, providing information about employee ownership and the process for existing businesses to become employee owned.
* Work with individual business clients to provide technical information and assessment for the exploration of employee ownership business models and guidance to help businesses that are viable candidates for employee ownership take the necessary steps to complete a conversion/transaction process.
* Develop and manage technical assistance project timelines and services for multiple business clients at a time.
* Develop technical assistance/education materials and content for use in consulting, as well as outreach and marketing for the program.
* Work in close collaboration with other professional employee ownership service providers including attorneys, accountants, and lending institutions throughout Colorado to coordinate services for RMEOC business clients.
* Develop and implement a plan for employee ownership outreach and education across different regions of Colorado to raise awareness of employee ownership as a viable business model and of RMEOC’s technical assistance program.
* Build relationships with business service providers and organizations across Colorado including the Colorado Small Business Development Center network, local/county departments of economic development, and business support/membership organizations for partnering in delivery of RMEOC’s outreach, education, and technical assistance services.
* Assist in development of data tracking systems, regular data collection, and analysis for reporting and evaluating RMEOC’s TA program
* Assist in development of networking, educational opportunities, technical support, and other activities for existing employee owned businesses.

Qualifications:

* Educational background in business, finance, business law, and/or organizational culture/development preferred
* Minimum 3 years of experience working with businesses or other organizations in consulting and training
* Self-starter, able to work independently to effectively develop and implement new initiatives
* Effective communicator, both verbal and written, with diverse groups and individuals
* Collaborative team member, open to a learning mindset and effectively communicating and coordinating with colleagues both within RMEOC and with outside partner organizations
* Ability to learn quickly and synthesize complex information into clear and compelling written materials and presentations for business clients as well as other audiences
* Highly organized and detail oriented, able to track and manage technical assistance data, prepare TA reports, and assist in program evaluation
* Comfortable using technology to provide training and education
* Knowledge of/prior experience working in or with employee owned businesses preferred but not required – motivation and commitment to learning about technical aspects of employee ownership models a must

This position can be staffed with a part-time contractor/s to full-time salaried employee; we will consider applicants for all of the above. Starting full-time salary low to mid-$50,000s. Generous paid time off; health benefits dependent on %FTE

RMEOC is an Equal Opportunity Employer. We are committed to equitable and inclusive employment practices and seek to staff our organization to reflect the diversity of the communities we serve. Candidates from all backgrounds and identities are encouraged to apply.

To apply, please send your resume and a cover letter describing why you are interested in the position, your relevant experience, and why you’d be a good fit to: [info@rmeoc.org](mailto:info@rmeoc.org)

Position will remain open until filled, though we will begin reviewing resumes as they are received – please apply early for best consideration. Anticipated start date: April 2020.