

Job Title: Neighborhood Business Coordinator

Location: Field-based within assigned service area (four-neighborhood coverage area)

Type: Part-Time, Temporary (Six-Month Performance Period)

Organization: Entrepreneurship Center for Growth and Excellence

Schedule and Pay Rate: 20-25 hours per week - \$25/hour rate

About the Organization

The Entrepreneurship Center for Growth and Excellence exists to strengthen neighborhood-based economies by supporting small businesses and entrepreneurs in Birmingham. We believe thriving businesses are foundational to vibrant neighborhoods. Our work is grounded in listening first—understanding real business needs and responding with practical, community-centered solutions.

Position Summary

The Neighborhood Business Coordinator serves as a trusted, on-the-ground liaison between local businesses and the broader business support ecosystem. This role is responsible for canvassing a four-neighborhood service area over a six-month performance period to build relationships with business owners, gather insights about their needs, challenges, and opportunities, and systematically document those findings.

Neighborhood Business Coordinators are not expected to resolve business needs independently. Instead, they surface insights, trends, and requests to management, who is responsible for follow-up, coordination, and programmatic response. This role is well-suited for someone who is people-centered, community-oriented, and comfortable working independently in the field.

Clear communication, timely reporting, and mutual accountability are essential to success during the six-month performance period. A background check and drug and alcohol screening will be required for the successful candidate.

Key Responsibilities

Neighborhood Canvassing & Relationship Building

- Conduct structured, in-person outreach with businesses throughout an assigned four-neighborhood service area.
- Build trust-based relationships with business owners and managers through consistent engagement.
- Serve as a visible and approachable representative of the organization within neighborhood commercial districts.

Needs Assessment & Information Gathering

- Use established canvassing tools (surveys, interview guides, CRM inputs) to gather information related to:
 - Operational challenges and barriers to growth
 - Immediate and longer-term business needs
 - Interest in programs, resources, and technical assistance
 - Gaps in current business support offerings
- Capture both quantitative data and qualitative context that reflects business owner experiences.

Documentation & Reporting

- Maintain accurate, up-to-date records of all business interactions using designated systems.
- Provide regular summaries and updates, including:
 - Neighborhood-level trends and patterns
 - Urgent or high-impact needs
 - Opportunities for new or refined programming
- Ensure all information shared is clear, consistent, and actionable.

Collaboration & Support

- Participate in regular check-ins to review findings and align priorities.
- Provide additional context or clarification to support follow-up efforts led by the organization.

- Coordinate outreach activities with broader organizational initiatives when applicable.

Community Presence & Professional Conduct

- Represent the organization with professionalism, cultural sensitivity, and integrity.
 - Attend community events, business corridor meetings, or neighborhood gatherings as appropriate and requested.
 - Adhere to organizational values and expectations in all interactions.
-

Required Qualifications

- High School Diploma
 - 2-5 years relevant experience.
 - Strong interpersonal and communication skills; comfort engaging small business owners in person.
 - Familiarity with neighborhood business environments and community dynamics.
 - Ability to listen actively, ask thoughtful questions, and document information accurately.
 - Must have dependable and reliable transportation with an unexpired driver's license.
 - Dependable, organized, and able to manage time effectively in the field.
 - Comfort using basic digital tools for data entry and communication.
 - Ability to work independently while remaining accountable to management oversight.
 - Reliable transportation, valid drivers' license, and a clean motor vehicle record.
-

Preferred Qualifications

- Experience in community outreach, canvassing, organizing, or relationship-based roles.
- Experience working with entrepreneurs or small business owners.
- Lived or professional experience within the neighborhoods served.

How to Apply: Please send your resume, a brief cover letter, links to any relevant community projects or portfolios, and three references in one combined pdf to connect@ecbham.com. Include Neighborhood Business Coordinator Application in the subject line. Application period closes on July 18, 2026.