



NOW HIRING! HUB MANAGER

As an employee of Williamson Health & Wellness Center, Inc.

Application Deadline Extended: Thursday, April 13th

HEALTH INNOVATION HUB OVERVIEW

The Health Innovation Hub is an enterprise of Williamson Health & Wellness Center, Inc., a federally qualified Health Center based in Williamson, West Virginia. The Hub is designed as creative space for entrepreneurs that provides career entryway support services based on the needs of individuals. Hub services are targeted to existing and new entrepreneurs who are interested in launching careers in growing sectors including agriculture, healthcare, as well as cultural and recreational tourism. The hub links with stakeholders and service providers in our tri-county region including Mingo County, West Virginia where the Health Innovation Hub is based, and neighboring Logan County, WV and Pike County, KY.

POSITION SUMMARY

The Health Innovation Hub is hiring a part time manager in April to accomplish key outreach and development tasks. The position requires dedication, initiative and comfort connecting with professionals of all backgrounds and experience. Individuals with a knowledge of the area and a background in business would be ideal candidates. The individual hired into this position would be asked to log 25 hours/week in accomplishing the following tasks. The candidates for this position would be offered a bonus for reaching key goals.

CORE RESPONSIBILITIES

Hub Manager tasks from through December 2017 include:

- Oversight of architectural designs and renovation of the building
- Outreach to potential entrepreneurs in the tri-county region. Introducing new and existing entrepreneurs to emerging job sectors through one to one engagement and events
- Outreach to service providers to outline available services, creating a workflow for working collaboratively with entrepreneurs based on their needs
- Host Pitch Event for entrepreneurs and sector representatives to exchange business ideas and sector opportunities.
- Create a system to keep connected with entrepreneurs (Goal of 30 individuals in 2017) on a regular basis to encourage development or improvement on business ideas and/or workforce development based on the needs of each entrepreneur.
- Develop content and oversee the creation of online and print materials for the Hub including website, blog, social media, event advertising and brochures.
- Working with a team to build Hub sponsors and to develop sustainable income streams for the Hub

REQUIRED SKILLS & EXPERIENCE

- ✓ Strong communication and people skills
- ✓ Self-motivated individual capable of working independently
- ✓ Cheerful, proactive, problem-solver who values teamwork
- ✓ Strong interest in business/management/planning a big plus
- ✓ Immediate availability is preferred

COMPENSATION

- ✓ \$2000 per month or \$20 per hour / est. 100 hours logged per month
- ✓ Bonus for outstanding performance on key tasks
- ✓ The position is temporary thru Dec. 31, 2017, and could be full-time in 2018 and beyond for the right person

KEY DATES

- ✓ Apply by April 13th, 2017
- ✓ Phone interviews April 17th, 18th
- ✓ In person interviews the week of April 19th – 21st in Williamson, WV. Video conferencing is also an option for out of area applicants.
- ✓ Available to start no later than May 15th, 2017. Immediate availability is preferred

CONTACT INFORMATION & APPLICATION SUBMISSION PROCESS

- ✓ To apply, send in your resume and cover letter by April 13th, 2017.
- ✓ In your cover letter, include your date of availability, relevant experiences and a short narrative about why you would like to be hired for the Hub Manager position.
- ✓ Send your resume and cover letter by email to Jenny Hudson at jhudson@williamsonhealthwellness.com.
- ✓ **ADD YOUR NAME & THE POSITION TO THE SUBJECT OF YOUR EMAIL.**
For example, “Joe Smith - Hub Manager Position”
- ✓ If you have any questions about the position or the application process, email or call 304-928-1704.