
FACILITATOR / EDUCATOR JOB DESCRIPTION

The Crawford County CEO Board is seeking a part-time CEO Program Facilitator to lead high school students through a hands-on, experience-based entrepreneurship program.

The facilitator creates an engaging learning environment, builds strong community relationships, and coordinates the daily operations of the program. This is a 20–25 hour per week role with 90 minutes of daily student contact time.

What You'll Do

- Build meaningful relationships with students, business leaders, and community partners
- Coordinate business visits, guest speakers, host sites, and program logistics
- Guide students through class business, individual ventures, and the annual Trade Show
- Support student growth through weekly journals, coaching, and access to resources
- Maintain program communication, including social media updates and monthly board reports
- Incorporate Craig Lindvahl's Life Lessons - *Things You Wish You Knew Yesterday* book throughout the program experience

Who You Are

- A natural "kid magnet" who loves working with students
- An excellent communicator and relationship builder
- Comfortable engaging with business leaders and investors
- Tech-savvy, adaptable, resourceful, and curious
- A facilitator, not an instructor, who leverages community experts
- Organized and able to manage multiple responsibilities independently

If you're passionate about helping students grow, connecting with your business community, and bringing entrepreneurial learning to life, we'd love to hear from you.

Start Date:

- CEO offers real-life experiences through regular contact with local entrepreneurs, businesspeople, and community partners. Students in the program will come from area high schools and will meet from 7:30 AM to 9:00 AM Monday thru Friday during the school year.
- Must be willing/able to meet licensing requirements with the State Board of Education.
- Attend Midland Institute for Entrepreneurship New Facilitator Training June 24-25, 2026 in Effingham IL.

To Apply:

If you are passionate about cultivating lifelong learners, please send a cover letter and resume to Dr. Michael Martin at mmartin@bcbucks.org. You can also call: 419/492-2266

Crawford County CEO is an Equal Opportunity Employer.