



## FT Business Training Manager, New Business Ventures

This full-time salaried position reports to the Director of Strategic Initiatives and is focused on New Business Ventures and MTW's pop up strategies. This position will work with More Than Words Operations and Business Development Departments to grow and codify new business ventures that will enable More Than Words to grow its community reach, generate revenue for MTW's social enterprise and teach and train young people customer service. The employee will work collectively with the adult and youth team as well as independently to build partnerships with companies and organization to host pop shops that build brand awareness.

### **About More Than Words**

More Than Words (MTW) is a nonprofit social enterprise that empowers youth, ages 16-24, who are in the foster care system, court involved, homeless, or out of school to take charge of their lives by taking charge of a business. MTW offers job training opportunities and transition support services to equip youth with first-hand experience working as a team to operate retail and online businesses and to develop the tools to enable them to make progress around education, employment and life goals. The MTW model is premised on the belief that an actual job – one which provides hands-on, real-world training combined with high expectations, accountability and opportunities for personal development, is the best way to equip youth with marketable skills critical for success in work, college and life. See [MTWyouth.org](http://MTWyouth.org) for more information.

***MTW is an exemplary organization that has continually held up a mirror to identify areas for improvement and accountability; that ethic is part of the culture and fabric of MTW, and it extends to our commitment to ensuring our staff and board reflect the racial and ethnic diversity and lived experiences of the young adults we are privileged to serve. People of color are highly encouraged to apply.***

### **New Business Ventures - Key responsibilities include:**

- **System Building** - Develop and codify systems of a new business venture that includes the research and possible development of a mobile book truck and codifying systems around MTW's pop-up shop model – display, schedule, revenue forecasts
- **Earned Revenue** - Adding new revenue streams to complement our current operations resulting in equal or greater than 50K in first year
- **Reporting** - An implementation and reporting template that enables More Than Words to track inventory, sales and popularity of market(s)
- **Marketing and Brand Building** - Working with adult and youth staff to build awareness of pop-up or mobile sales locations while building and engaged community through social media
- **Truck Operations:** Safely operate MTW Fleet Trucks during transit to and from site locations
- **Job Coaching** - Providing an additional job training opportunity for More Than Words program youth to gain additional skill development in design, marketing and customer service

### **Additional expectations:**

- Research, register, and build schedule calendar for desired pop-up shop location – i.e. farmers markets, craft fairs, vacant store fronts, community events, corporations, etc.
- Support the design and build out of a new pop-up store front
- Research and acquire new mobile shelving and design set up specifically for the pop-up model
- Manage mobile retail locations
- Research and develop new revenue streams with current products
- Proficient with Microsoft applications
- Proficient with social media applications – Facebook, Twitter, Instagram, etc.
- Complete a Federal Motor Vehicle Record Waiver, results must be found favorable

- Successfully complete MTW's Level 1 Driver Training course, MTW's pick-up and load training, hold a valid driver's license with no major traffic violations, and pass a required medical physical to obtain a DOT card.
- Building a training program that helps develop customer service and sales training skills for program youth
- Candidate must be able to regularly lift boxes weighing approximately 25 lbs

**Benefits:**

- Medical and Dental Insurance
- 401K
- Generous paid vacation and sick time
- Significant growth opportunities and professional development
- Employee Discounts

**Compensation:** Competitive; commensurate with skills and experience

- **To apply, please send resume and cover letter to:**  
[:BTMNewbusinessventures@MTWyouth.org](mailto:BTMNewbusinessventures@MTWyouth.org)
- MTW's Waltham site are is commuter friendly. Our Waltham site is just a short walking distance from the Waltham stop on the Boston/Fitchburg commuter rail along with the MBTA 70 & 70A bus lines.

*More Than Words is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, disability, age, citizenship status, veteran status or any other characteristic protected by applicable federal, state or local laws.*