



Position Title: Hustle PHX 202 Workshop Facilitator

Purpose: Over the course of 18 weeks, Hustle PHX 202 Workshop Facilitators will share the responsibility with other volunteer facilitators to guide a cohort of entrepreneurs through the validation phase of their businesses by managing a weekly workshop agenda and facilitating breakout small group discussions based on the workshop's topic.

Location: TBD

Critical Competencies

- Presentation skills
- Understanding others
- Building effective teams
- Planning

Key Responsibilities:

- Follow weekly workshop program agenda/establishing group norms, including introducing the guest speaker who will speak on the prepared material as a subject matter expert on that week's topic (coordinated by Hustle PHX team).
- Based on weekly curriculum, facilitate the breakout of small groups on an application activity and discussion.
- Engage with entrepreneurs showing encouragement, asking open-ended questions, inviting participation, and tying back comments/discussions with content.
- Provide entrepreneurs with applicable insights and connect content back to their businesses.
- Be available as a resource to entrepreneurs to answer questions about their business, workshop content, or homework via email and/or call.

Expectations:

- Prepare weekly for each workshop by reading through content the guest speaker will be delivering, working with your team to determine flow/process/timing, and identify where you can engage entrepreneurs.
- Think through possible questions to ask the entrepreneurs and anticipate obstacles/objections during breakout sessions with small groups.
- Focus on asking questions rather than providing answers. We want to build confidence in our entrepreneurs and in the decisions they make.
- Be responsive to the Hustle PHX team and your facilitator team by email/phone.
- Be on time for workshops and events.
- Attend all workshops and events listed below under "Time Commitment." If you are unable to attend a workshop, please communicate with the Hustle PHX team and lead facilitator with advance notice.



Responsible To: Director of Business Development at Hustle PHX, Workshop Administrator, and fellow cohort volunteer facilitators.

Time Commitment (40-50 hours total over 4 months, avg 3-4 hours a week):

- Informational training session (2 hours)
- Facilitator training session (2 hours)
- 18 workshop sessions (2-3 hours weekly workshops + 1-hour preparation weekly)
- Two Check-in Meetings (30 minutes each)
- Pitch Night (2-3 hours)
- Appreciation/debrief dinner after course (2 hours)
- Available to entrepreneurs to answer questions and give feedback on business ideas and assignments (3-5 hours weekly, time commitment varies and spread out between other volunteer workshop facilitators)

Qualifications: Along with relevant experience in core competencies, be a Christ follower, entrepreneurial or business experience, understanding of the value of faith and work, servant's heart.