

Winthrop University

NOTICE OF JOB VACANCY

May 28, 2026

Position	Catalyst Crew Program Coordinator Temporary Grant-funded Position (M – Th, 10 a.m. – 3 p.m.; July 1, 2026, until June 15, 2027)	
Department	Small Business Development Center	
Band/Level	N/A	Vacancy No.: 2026213T
Starting Salary	\$20,000 minimum per year; actual salary depends on qualifications.	
Minimum Training and Experience		
<ul style="list-style-type: none">• Bachelor’s degree in business administration, entrepreneurship, management, marketing, communications or related field required. (An equivalent combination of relevant experience and education may be considered.)• Customer service, operations support, project coordination, marketing assistance, administrative support, training/instruction or leadership experience preferred.• Proficiency with Microsoft Office, especially Excel, and experience with digital platforms, scheduling systems and website management preferred.		
Knowledge, Skills and Abilities		
<ul style="list-style-type: none">• Sufficient technical ability to master software required to perform job duties.• Ability to lead and develop student interns through training, feedback and performance evaluation.• Ability to analyze client needs and align intern work with project expectations and deadlines.• Digital marketing skills, including content creation, social media management and newsletter distribution using tools like Canva and Constant Contact.• Effective oral and written communication skills.		
Major Duties		
<p>The Catalyst Crew Program Coordinator reports to the Winthrop Region Director and supports the daily operations of the SBDC by providing business consultant and client project support, coordinating market and outreach efforts, maintaining operational systems and documentation, and playing a critical role in leading and managing undergraduate student interns (Catalyst Crew internship program).</p> <p>Intern Management</p> <ul style="list-style-type: none">• Assigns and monitors client projects.• Conducts onboarding and training sessions.• Facilitates weekly check-ins and progress tracking.• Provides feedback and mentorship.• Coordinates evaluations and retention efforts. <p>Client and Project Support</p> <ul style="list-style-type: none">• Assists consultants with client-related work in industry, marketing and competitor research using IBISWorld, Vertical IQ and Esri.• Conducts website and social media audits.• Tracks client interactions and updates in systems, including NeoSerra and Asana, while ensuring interns remain aligned with client expectations and deadlines. <p>Marketing and Outreach</p> <ul style="list-style-type: none">• Manages and executes marketing efforts through social media platforms, i.e., Instagram, Facebook and LinkedIn.• Updates the SBDC website through Wix.• Creates and distributes monthly newsletters using Constant Contact.• Develop flyers and event promotions using Canva. <p>Administrative Operations</p> <ul style="list-style-type: none">• Maintains internal systems and documentation through such platforms as Asana, Microsoft Teams, Calendly and NeoSerra.• Tracks intern hours, attendance and engagement and ensures timesheets are completed.		

To apply, access <https://www.governmentjobs.com/careers/sc> to submit an on-line application no later than June 15, 2026

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