



Youth Business Coach Job Description

POSITION OVERVIEW:

The Youth Business Coach will lead all aspects of the Incubator Program, from recruitment and curriculum delivery to community partnerships, mentorship coordination, and event planning. This person will work closely with teens as both an educator and coach, empowering them to launch revenue-generating businesses that create positive social impact. The ideal candidate is passionate about youth development, culturally responsive education, and entrepreneurship. They should bring experience in managing programs, teaching, and working with diverse student populations, and be deeply committed to economic and educational equity.

PRIMARY RESPONSIBILITIES:

- Plan and teach virtual and in-person lessons, activities and games that assist youth in developing and launching their business ideas (Training Provided)
- Arrange workshops, programs, activities, field trips and guest speakers to support and enhance programs offerings
- Read and stay abreast of social issues and current issues of importance to youth
- Lead in designing and implementing program completion events including 2 Pitch and Launch events per year for students to showcase their businesses
- Lead weekly program meetings
- Daily preparation of materials and set-up
- Develop program impact reports on all assigned programs
- Recruit teens to all of our youth programs
- Attend and fully participate in all mandatory staff professional development
- Perform other duties as assigned
- Must be based or willing to relocate to Madison, Wisconsin
- Ability to work a flexible schedule that includes 18 Saturdays per year

QUALIFICATIONS:

- 2+ years of work experience in education, youth work, business, entrepreneurship, or a related field
- Passion for working with youth
- Appreciation of diversity and values working with families and youth from many different cultural, ethnic, and economic backgrounds
- Excellent verbal and written communication skills
- Strong interpersonal skills with ability to work as part of a team, including leadership qualities
- Self-starter with excellent problem-solving skills
- Ability to learn quickly and apply knowledge
- Must pass a criminal background check
- Must sign a Non-Disclosure Agreement
- Bonus Qualifications
 - o Curriculum development experience
 - o Bilingual
 - o Event planning experience

CLASSIFICATION:

Full-time exempt

COMPENSATION:

Starting salary range of \$50,000 - \$52,000, depending on education and experience

Benefits include health and dental insurance, paid holidays, paid time off, flex time, mileage reimbursement, employee-family program discount, and optional 401(k) non-matching pension plan.

Application Process: To apply, please email your resume, a thoughtful cover letter, and [position activity](https://www.ceosoftomorrow.org) to info@CEOsOfTomorrow.org by July 14th, 2025. Questions may also be sent via email.

Learn more about CEOs of Tomorrow, which is based in Madison, Wisconsin, at [CEOsOfTomorrow.org](https://www.ceosoftomorrow.org).