

Job Opportunity Vending Manager

Youth Entrepreneur Institute (YEI) is currently operating in a hybrid model, candidates are expected to reside within commuting distance of our headquarters in Washington, DC. Applications will be reviewed on a rolling basis, with priority given to those **received by February 19, 2024**, with a target start date of **February 26, 2024**.

About Youth Entrepreneur Institute

Youth Entrepreneur Institute (YEI) is a 501 (c)(3) non-profit organization, committed to equipping young people from critical, at-risk areas East of the River with the entrepreneurial mindset, STE(a)M skillset, and networks to **put poverty "out of business"**. Students at YEI conceive, launch and run their own creative business ventures.

Youth Entrepreneur Institute aspires to break the cycle of local poverty by creating **youth-led economies**, empowering our youth to be positive contributors to society while pursuing successful careers and educational pathways. YEI leads several key initiatives designed to create economic opportunities through entrepreneurship and STEAM education. Each program is crafted to instill an entrepreneurial mindset, develop practical skills, and foster personal growth and civic engagement. These initiatives include: Smart Hustle (Education), and YEI Social Enterprises (Paid Work Based Learning).

The Opportunity

Youth Entrepreneur Institute is looking for a self-motivated, mission-driven, **Enterprise Vending Manager**. In this role, you will be at the forefront of our vending operations, playing a critical role in the administration and logistical coordination of our entrepreneurial programs. Your primary responsibilities will include:

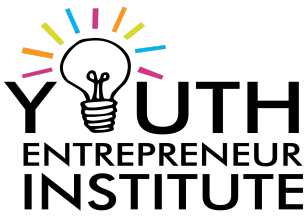
- Monitoring and tracking student participation
- Monitoring and managing the vending operations, ensuring smooth running and efficiency.
- Support and guide our youth vendors, playing a pivotal role in their professional development and entrepreneurial journey.
- Liaison for community partners and local stakeholders, fostering strong relationships that benefit both our program and the communities we serve.
- Working closely with our youth, to contribute to their growth and success, ensuring they are engaged and motivated in our enterprise activities.
- Assisting with the collection of data for program evaluation purposes and to make informed decisions to improve our vending operations.

The ideal candidate will bring a blend of experience and skills pivotal for the success of our entrepreneurial and vending programs. Key experiences that we are looking for include:

- A background in managing business operations, preferably in a vending or retail environment, highly valued.
- Program Coordination and Oversight
- Youth mentorship, school and/or community engagement

This position reports directly to the Program Director and works closely with members of the YEI team and members of the community.

NOTE: THIS IS A CONTRACTUAL POSITION



Essential Job Responsibilities

The list of action items below provides a general outline of the duties and responsibilities that are essential for this position. It is not all inclusive and responsibilities may change as shifts in programming occur under the direction of the Executive Director.

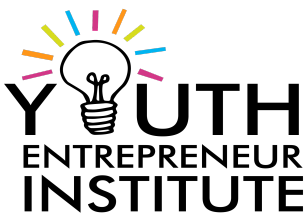
- Coordinate the daily operations of vending sites and support interns
- Supervise and mentor youth vendors, ensuring efficient handling of inventory and cash.
- Organize and lead pre-shift meetings, setting goals and recognizing intern achievements.
- Maintain accurate records of vending sales, commissions, and behavioral data.
- Assist in the planning and facilitation of marketplace & vending events, and other program-related initiatives including but not limited to holiday marketplace, pop up shops, and local events
- Ensure that vending setups / site visuals are kept up-to-date and in good condition
- Manage day-to-day operations of YEI's social enterprise businesses.
- Oversee order processing, inventory, and customer service across sales platforms.
- Responsible for the supervision, safety, and movement of students at all times, including arrival and departure procedures and monitoring attendance at vending locations.
- Assist YEI staff members with scheduling, timesheets, and assignment trackers of youth
- Articulate clear expectations to student vendors and hold students accountable for abiding by them
- Collaborate closely with the YEI program team in program design and mentorship roles.
- Participate in program evaluation, recruitment, and retention efforts.

Qualifications

We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you help us grow into a stronger, more inclusive organization.

Preferred

- Experience in vending, customer service, sales, or marketing.
- Proven track record in supervising, coaching, or teaching youth.
- Familiarity with computer hardware/software is a plus. (G Suite, Canva, and task management systems)
- Ability to lift up to 25 lbs.
- Program sites are accessible by public transit; however, personal transportation is strongly preferred



Required

- Minimum 1 to 2 years' experience with youth development, community service, public service, nonprofit etc. service experience
- Highly motivated, self-starter with strong organizational skills and the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Ability to work in a dynamic, fast-paced environment.
- Strong work ethic with a high degree of energy; manages resources efficiently
- Must pass background check and required drug screening
- Reliable transportation a must
- Commitment to YEI's values of entrepreneurship, respect, teamwork, resilience, integrity, and fun.
- Honest, encourages openness and transparency, builds trust and confidence and has ability to handle confidential information with discretion
- Sensitivity and commitment to the mission of Youth Entrepreneur Institute

Access, Equity, and Inclusion

Youth Entrepreneur Institute is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. YEI is committed to building a culturally diverse team and providing professional development opportunities. ***YEI embraces diversity in its hiring and decision-making processes. Native Washingtonians from East of the River DC (Ward 7 and 8) and/or members of otherwise marginalized groups are strongly encouraged to apply.***

Compensation and Benefits

At YEI we prioritize flexibility and work-life balance. This position is in-person, at 12-15 hours/week. This is a temporary, contracted position with the ability to be offered an extended contract based on favorable performance. While YEI is currently operating in a hybrid model, candidates are expected to be available in person in Washington, D.C. a minimum of 12-15 hours/week

As a part-time position, the compensation for this position is \$19-\$22 hourly, and compensation is commensurate with experience. As this is an independent contractor position, the organization does not provide employee benefits (i.e. health insurance coverage, paid vacation or sick leave, retirement, paid family leave, Social Security, Medicare, unemployment tax, or any other benefits).

We are committed to leadership development and prioritize continuing education opportunities for all staff.

Interested?

To apply for this position, please complete the employment [intake form](#). If your application is accepted for review, a member of our team will reach out to you concerning next steps. For more information about Youth Entrepreneur Institute, visit our website at www.yeids.org. Applicants seeking an extended contract with YEI will receive first consideration. Applications will be considered on a rolling basis, with a **deadline of February 19, 2024**, with a target start date of **February 26, 2024**.

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