



**Posted: December 13, 2018**

**CONTRACT ANNOUNCEMENT  
11-Month Contract (January – November 15, 2019)**

**Grow with Google Trainer**

Prospera Business Network and the Montana Women's Business Center (MWBC) program provides a comprehensive array of business services, including group training, individual business counseling, business development grants, and commercial financing, tailored to the needs of start-up and established businesses.

**We are seeking an independent contractor to be the lead trainer and coordinator for our Grow with Google (GwG) training series launching in 2019. This adult-education program will offer up to nine training events directed towards business owners in communities throughout southwest Montana. The purpose of this training series is to have businesses increase the use and application of the features of the Grow with Google platform.**

**Skills and Qualifications:**

1. Direct experience and/or education in facilitating and leading training.
2. The ability to follow and teach Google curriculum.
3. Strong working knowledge of Grow with Google products and services.
4. Effective communication skills with the ability to deliver information in a **fun, interactive style**.
5. Ability to professionally represent Prospera and the MWBC and all of our service offerings.
6. Ability to write compelling success stories of local businesses
7. Preferred: four-year college degree in business, marketing, education, or other related field.

**The GwG Trainer Responsibilities will include:**

- **See the Scope of Services below**
- Must have or be willing to secure an [independent contractor exemption certificate](#) in Montana.
- This is an 11-month independent contract position.

**Travel:** Local and out of town Montana travel will be required for classes. Prospera will reimburse at the federal mileage rate for travel outside of the Bozeman city limits.

**Compensation:** \$30/hour not to exceed \$7,500.

**To Apply:** Please send a signed cover letter and resume to Suzi Berget White, MWBC Director at [swhite@prosperamt.org](mailto:swhite@prosperamt.org) . Please use "**Grow with Google Trainer**" in the subject line.

**Applications reviewed upon receipt.**

## ***Scope of Work: Grow with Google Trainer***

### **Orientation and On-boarding**

- Spend time getting to know and understand Prospera and MWBC.
- Understand the MWBC program, learn how to use Outreach Systems Neoserra training database, and the services offered.
- Create a detailed outline of how the Grow with Google curriculum will be presented in trainings, agreed upon expectations and timelines for classes, locations, follow up, reporting, and success stories.

### **Trainings (Program Delivery)**

- Curriculum, materials, and requirements are provided by Google.
- Organize, book and lead 6-9 GwG trainings in southwest Montana per the program outline. Schedule dates and locations at least 2 months in advance.
- Use Customer Relationship Management (CRM) software to setup and manage training forms, and reservations.
- Set up each event on Prospera's website.
- Market and promote the classes in Constant Contact, on 10-15 online event calendars, Facebook, LinkedIn, and Instagram and be responsible for filling each class with a goal of 25 attendees at each session.
- Each training must be posted on the GwG forum online four weeks prior to the class to receive the Google curriculum kits: <https://community.gybo.com/s/create-workshop>
- Prepare all pre and post classroom set-up, signage, materials, refreshments, wi-fi, computers, visual equipment, etc. for a professional business training program that is fun and effective.
- Provide email correspondence pre and post training day for registered participants to ensure an effective program.
- Promote and schedule, one-on-one google business page counseling through a google calendar – for class participants only – to get extra assistance on using GwG.

### **Management, Reporting, Press Stories**

- Write a one page narrative with photos for a mid-year (May) and year-end (November) report.
- Schedule meetings with the MT WBC Program Director monthly or as needed to clearly communicate progress, and coordinate communications with Google staff partners
- Update and enter data into Neoserra with training numbers and training demographic information for all participants.
- Create and design consistent marketing material for all of the trainings using canva.com, and GwG's materials.
  - Write five success stories (250 words + 3 photos EACH) of people and businesses that have been successful in growing their business because of the GwG training and the GwG platform. Use canva.com template to design the success stories and submit them by deadline