



Request for Applications (RFA)

Organizer Relations Representative (Contractor)

Release Date: September 1, 2026

Application Deadline: October 4, 2026, 11:59 p.m. CST

Location: Remote

Time Commitment: Up to 25 hours per week

Submit applications: 1mcadmin@1millioncups.com

Subject Line: RFA – Organizer Relations Representative

Number of Available Positions: One

Request Summary

The program invites applications from qualified professionals to serve as an Organizer Relations Representative (ORR). The ORR will be the operational backbone for 1MC HQ and three Regional Network Leads—coordinating organizer onboarding/offboarding, scheduling and communications, data updates and reporting (including Salesforce), and administrative coordination of technology and professional-development trainings. This role streamlines processes so network leaders can focus on community building.

The ideal candidate is highly organized, tech-savvy, and relationship-driven, with strong skills in Microsoft 365 and CRM tools and a passion for entrepreneurship and community impact.

About 1 Million Cups

1 Million Cups (1MC) is a volunteer-led, weekly gathering where entrepreneurs share, learn, and connect. In 2026, 1MC will roll out a refreshed strategy organized around network leadership and three U.S. regions: West, Central, and East, each guided by a Regional Network Lead (RNL). The strategy sharpens how we:

- Build thriving communities (reliable cadence, inclusive culture, strong organizer teams)
- Increase reach and accessibility (more founders engaged, multilingual communities)
- Build and share knowledge (repeatable playbooks, data transparency, peer learning)

RNLs focus on network leadership, strengthening connections within and across communities, and elevating shared learning. To make that leadership possible at scale, 1MC seeks a detail-driven Organizer Relations Representative (ORR) to serve as the operational backbone for HQ and all three regions.



This part-time contractor role (25 hours/week. Work is primarily remote, with an expectation of meeting in person with the Kauffman Foundation's program manager in Kansas City at least twice per quarter.

Scope of Work

The ORR standardizes processes, keeps information current, and coordinates communications so RNLs and the Program Manager can stay on the front lines of community building.

1. Communications & Help Desk Triage

- Coordinate new organizers onboarding or offboarding, retiring organizers.
- Update organizer certification records in Salesforce.
- Coordinate virtual regional leads to connect meetings (invites, Zoom links, agendas, notes, action logs).
- Draft short updates for monthly newsletters, Slack posts, and organizer announcements
- Coordinate monthly customer service meetings and cross-check reports on the service Console inbox/tickets.
- Coordinates 1MC Program calendar.

2. Data, systems & reporting

- Quarterly Slack audits (channel hygiene, membership, pinned resources).
- Pull routine reports/dashboards (attendance, followers, certification, meeting cadence).
- Prepare brief monthly summaries by region, plus a consolidated network report.

3. Tech & Professional Development Coordination

- The ORR does not design or deliver content, host Zoom, or moderate sessions. Duties are administrative only.
- Maintain and coordinate the national training calendar.
- Coordinate with vendors/facilitators, RNLs, and HQ.
- Coordinate sessions, follow-up communications and registration.
- Coordinate technical training.

4. Event & Asset Coordination

- Receive and file monthly certification reports.



- Upload the certification report to the organizers' dashboard.
- Manage shared folders for brand assets, slide templates, and playbooks.

Qualifications

- Bachelor's degree or equivalent experience in business administration, IT, program coordination, communications, or related field.
- Over three years in administrative, operations, customer success, or program support roles.
- Proficiency in Salesforce, Teamwork, Slack, Calendly, and Microsoft Office 365 and SurveyMonkey.
- Excellent written communication (concise emails, agendas, notes) and ability to synthesize brief reports.
- Strong organizational, communication, and multitasking skills.
- Detail-oriented, reliable, and adaptable in a fast-paced environment.
- Event coordination experience preferred.
- A self-starter and self-driven.

Additional and Preferred

- Familiarity with 1 Million Cups or entrepreneur-support organizations (SBDC, chambers, university entrepreneurship programs, ESOs).
- Bilingual (English/Spanish) or experience with multilingual communities.
- Former or active 1MC organizer with program experience an added advantage.

Ideal Candidate Attributes

- Service and network leadership mindset and follow-through.
- Calm under pressure, patient, and solutions-oriented.
- Inclusive communicator, comfortable working with diverse stakeholders.
- Tech-savvy, **proactive**, and comfortable managing multiple systems.

RFA Submission Requirements

Interested candidates should submit the following:

1. A brief application or cover letter summarizing relevant experience and approach to the role (max. 3 pages).
2. A resume or professional capability statement.
3. References or examples of past administrative, operational, or coordination work.
4. Proposed hourly rate.

Application Timeline



Date	Activity
September 1, 2026	Invitation to submit applications
October 4, 2026	Deadline to submit applications
Week of October 19, 2026	Virtual Interviews
Week of November 9, 2026	Finalists in-person interviews in Kansas City
November 16, 2026	Notification of decision
December 1, 2026	Start Date

Submission of Applications

Individuals should submit their applications to 1madmin@1millioncups.com no later than **11:59 p.m. Central Time on October 4, 2026**. All submissions that are received by the deadline will be considered.

Please use the subject line: RFA – Organizer Relations Representative.

Questions regarding the RFA should also be directed to 1madmin@1millioncups.com