



# EMPOWERING PEOPLE REVITALIZING THE COMMUNITY

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PRESIDENT & CEO

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## Assistant Program Manager – LAEDA Business Services Center

The Latin American Economic Development Association, Inc. (LAEDA), a community economic development non-profit agency in the City of Camden, NJ, is seeking qualified candidates to join its team. We are looking for a candidate who wants to contribute to the economic well-being of individuals living in historically underserved communities through business ownership.

Founded in 1987 by Hispanic community and business leaders, LAEDA has been committed to supporting minority-owned business owners with an emphasis on those residing and/ or operating in low to moderate income areas within Southern New Jersey. Through the years, the organization has grown its capacity in order to serve entrepreneurs representing various geographies, ethnicities, and socio-economic backgrounds while still being dedicated to its historical mission.

The primary focus of the LAEDA Business Services Center (LBSC) is to provide high-quality and high-impact business development training to entrepreneurs facing barriers to start/operate businesses and access capital. This position provides business planning training and counseling for pre-venture, start-up, and established businesses within LAEDA's service area: Camden, Burlington, Gloucester, Atlantic and Cumberland counties. LAEDA partners with community stakeholders in these counties to devise strategies that leverage community based startups toward revitalization

### Work Objectives

The Assistant Program Manager works with and reports to the Program Manager to ensure the high performance and administration of the LAEDA Business Services Center. The Assistant Program Manager is responsible for conducting outreach and marketing in conjunction with community partner organizations to reach business owners within LAEDA's service area. They are responsible for recruiting entrepreneurs at various levels in their business journey to the appropriate program along LAEDA's Continuum of Business Education. LAEDA's Continuum of Business Education provides targeted programming to businesses at side-hustle, self-employed, and business owner levels.

The Assistant Program Manager teaches and facilitates business training courses covering various topics, including but not limited to: business planning, marketing, credit management, and small business finance. LAEDA leverages over 30 years of service to support the development of its program team to provide high quality, impactful trainings.

In support of the Women's Business Center, the APM will provide one-on-one business counseling to entrepreneurs to meet their business goals including writing a strategic business plans, preparing to access capital, getting started in government procurement, etc.

### Job Knowledge and Skills Required

The Assistant Program Manager must understand the issues confronting small business people. They must have experience working with a cross-section of linguistically, ethnically, religiously and culturally diverse groups. They must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in a fast-paced environment.

The Assistant Program Director must have:

- a combination of education or experience in one or more of the following areas: business skills training and counseling, retail and/or small business development or ownership, educational instruction and/or business administration, entrepreneurship, community economic development, economics or finance.

433 Market Street, Suite 202 Camden, New Jersey 08102

Website: [LAEDA.COM](http://LAEDA.COM) Phone: 856-338-1177 Fax: 856-963-1835 E-mail: [info@laeda.com](mailto:info@laeda.com)

- a minimum of a Bachelor's degree from an accredited College or University in a course of study relevant to job requirements.
- excellent written, verbal and public speaking skills in English (Spanish preferred)
- willingness to travel and work a varied schedule (i.e. evenings, weekends) as needed. A valid driver's license and access to a vehicle is required.

**Physical Requirements:** This position requires the ability to travel to and enter business locations, sit with clients for an extended time, and canvas neighborhoods. It will also require the ability to perform office duties such as using a computer and multi-line telephone, communicating with staff, clients, and other stakeholders.

**Working Conditions:** This position is community and office-based.

**Benefits:** LAEDA provides generous health benefits to its employees at no cost conditioned on attaining permanent full-time status.

**To Apply:** Please send your Cover Letter and Resume to [careers@laeda.com](mailto:careers@laeda.com) with the Subject Line: I want to join the LAEDA team



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