

Position Posting

Program Manager

Entrepreneurial Development Training Program

Description

The Latin American Economic Development Association, Inc. (LAEDA), a community economic development non-profit agency in the City of Camden, NJ, is seeking qualified economic development candidates to join its team. We are looking for a candidate who wants to contribute, develop, and take control of his/her career; for whom supporting the work of an organization involved in changing lives for the better is a matter of personal and professional importance.

LAEDA provides business skills training and technical assistance to individuals (with a focus on low to moderate income minority individuals) who desire to open businesses and achieve self-sufficiency. This position provides business planning training and counseling for current participants and graduates of LAEDA's Entrepreneurial Development Training Program (EDTP). LAEDA provides these services throughout its service area: Camden, Burlington, Gloucester, Atlantic and Cumberland counties.

Work Objectives

The Program Manager is responsible for the day-to-day operations of Entrepreneurial Development Training Program (EDTP) and reports directly to the Director of Business Services. He/she is directly responsible for the performance and administration of EDTP and the supervision of program staff to meet program goals and outcomes as outlined in the EDTP Operations Manual and LAEDA's Strategic Plan.

He/she manages the activities of program staff to provide direct business counseling and business development services to both EDTP and business clients. He/she assists the director in the development, conduct, execution and documentation of business development strategies and commercial district revitalization initiatives of LAEDA.

Women's Business Center - The Manager coordinates access of WBC clients to program offerings and resources with the Women's Business Center Program Manager. Both Managers work collaboratively to ensure seamless delivery of program training, seminars and counseling relevant to women entrepreneurs.

Job Knowledge, Skills Required and Requirements

The Program Manager shall have a combination of education and 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, community economic development, economics or finance. A Bachelor's degree is required. A minimum of 2 – 3 years' experience managing a team is required.

He/she must be able to work with diverse groups, understand the challenges of entrepreneurship, the issues confronting small business people, and have experience working with a cross-section of linguistically, ethnically, religiously and culturally diverse groups.

The Program Manager must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in an independent situation. Effective time and task management skills are a must. Proficiency in Microsoft Office and other computer based reporting systems.

He/she must also have knowledge/experience in developing training programs as well as having the ability to present, host or moderate seminars, workshops and trainings.

The training sessions and classes are scheduled for evenings and occasional week ends, thus candidates must be able to work a varied schedule.

Excellent verbal and written communication skills are essential. Bilingual (English-Spanish) skills are preferred but not required.

Travel to sites throughout our program areas is required. Applicants must have a valid driver's license and own a vehicle with valid registration and insurance.

Physical Requirements: This position requires the ability to sit for an extended time with clients and remain alert and attentive to clients. It may require the ability to climb steps, enter client homes or businesses and walk short distances. As well as perform office duties such as using a computer, telephone and communicating with staff and clients.

Interested applicants may submit a cover letter and resume to careers@laeda.com only.