



EMPOWERING PEOPLE REVITALIZING THE COMMUNITY

RAYMOND L. LAMBOY
PRESIDENT & CEO

MARILUZ GONZALEZ
CHAIRWOMAN

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 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 LAEDA's Business Services Center and reports directly to the CEO. The Program Manager works in partnership with the Assistant Program Manager to ensure the high performance and administration of the LBSC. The Program Manager is directly responsible for the performance and administration of LAEDA Continuum of Business Education and the supervision of program staff to meet program goals and outcomes as outlined in the Program Operations Manual and LAEDA's Strategic Plan.

The Program Manager oversees the activities of program staff to produce high quality business education trainings, to coordinate business counseling services and to administer the operations of LBSC. The Program Manager assists the CEO 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 successful applicant must have a minimum of 3 to 5 years professional management experience in fields of small business management, economic development, micro-enterprise,

433 Market Street, Suite 202 Camden, New Jersey 08102

Website: LAEDA.COM Phone: 856-338-1177 Fax: 856-963-1835 E-mail: info@laeda.com

and/or 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.

The Program Manager 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. He/she must be able to thrive in a fast-paced work environment requiring exceptional time and task management skills. Proficiency in Microsoft Office and other computer based reporting systems is required.

The Program Manager 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 weekends, thus candidates must be able to work a varied schedule.

Excellent verbal and written communication skills are essential. Bilingual (English-Spanish) skills are preferred.

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.

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 with the Subject Line: I want to empower people

433 Market Street, Suite 202 Camden, New Jersey 08102

Website: **LAEDA.COM** Phone: **856-338-1177** Fax: **856-963-1835** E-mail: **info@laeda.com**