



EMPOWERING PEOPLE REVITALIZING THE COMMUNITY

RAYMOND L. LAMBOY
PRESIDENT & CEO

MARILUZ GONZALEZ
CHAIRWOMAN

Assistant Program Manager LAEDA Women's Business 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 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 LAEDA Women's Business Center (LWBC), founded in 2016, further enhances LAEDA's ability to service to women entrepreneurs who face barriers to starting and operating small businesses and accessing capital. Being the only Women's Business Center in Southern New Jersey, the primary focus of the LWBC is to provide high quality/ high impact business training and/ or counseling to clients who desire to open and/ or expand their businesses. In addition, the center provides long-term business counseling to pre-venture, start-up, and established businesses within LAEDA's service area.

Work Objectives

The WBC Assistant Program Manager (APM) reports directly to the WBC Program Manager (PM). They assist the Program Manager not only in the implementation of the WBC's Annual Work Plan submitted to and approved by the Small Business Administration (SBA) but also in the generation of monthly and/ or quarterly reports.

The APM assists the WBC PM in the operation of the LAEDA Women's Business Center. The WBC team works collaboratively with the LAEDA Business Services Center (LBSC) team to connect women business owners to the appropriate programs and resources (including training and/ or counseling) to assist them with various business development goals including business startup, job creation, accessing capital, etc.

The WBC team also works with LBSC team to effectively connect with community stakeholders (i.e. community development organizations, financial institutions, merchant associations, etc.) in order to promote the services of the Women's Business Center throughout LAEDA and LAEDA WBC's service areas: Camden, Gloucester, Cumberland, Atlantic, Salem and Burlington and Cape May counties.

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

Job Knowledge and Skills Required

The Assistant Program Manager must understand the issues confronting small business owners, especially women and minorities. 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 Manager 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, community economic development, entrepreneurship, economics or finance.
- 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. Bilingual (English-Spanish) skills are preferred.
- proficiency in Microsoft Office and other computer based reporting systems.
- 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.

Benefits: LAEDA provides generous health benefits to its employees conditioned on attaining permanent full-time status.

Note: The statement herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

To Apply:

Please send your Cover Letter and Resume to careers@laeda.com with the Subject Line: I want to join the LAEDA team

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