

## **REGIONAL MBAC PIKETON OFFICE**

### **BUSINESS COUNSELOR PART-TIME CONTRACTOR**

The Regional MBAC Piketon Office is accepting applications for the position of part-time contractual Business Counselor located at Ohio State University South Centers.

MBAC is in seven cities across the state of Ohio, providing technical assistance professional consultation, access to capital, assistance obtaining contract opportunities and EDGE/VBE/MBE certifications. Our primary objective is to identify emerging businesses and cultivate growth and sustainability. These services are available without cost to businesses located throughout Ohio and serve the needs of Ohio's small business owners.

The Satellite Office in Pike County will be responsible for providing services to the following counties: Pike, Ross, Vinton, Jackson, Scioto, Lawrence, Gallia, and Meigs.

Contractual Business Counselor primary focus will be:

1. Meeting all state required Key Performance Metrics (KPMs);
2. Counseling MBAC business clients throughout the various phases of growth;
3. Maintaining client records;
4. Identifying contract opportunities with (federal, state, city & corporate) organizations/agencies for small businesses;
5. Assisting business owners with the State of Ohio application certification process;
6. Planning events with strategic partners;
7. Marketing of MBAC programming; and
8. Maintaining Piketon social media presence.

### **POSITION REQUIREMENTS**

The Contractual Business Counselor needs to possess a willingness to learn the federal, state, city and corporate contract procurement processes. The candidate should be a graduate of a regionally accredited four-year college or university with a B.A., B.S. or a degree in Economics or related fields. A valid Ohio driver's license and the ability to travel required. Other duties as assigned by the director.

Work Hours: 20 hrs. /wk. Salary: \$20.00/hr.

Travel reimbursement provided

**Submit Resume, and Cover Letter To:  
Deborah Davis, MBAC Director  
deborah@african-americanchamber.com**