

Jefferson Economic Development Institute (JEDI) is hiring a Program Manager for its new Woman's Business Center.

JEDI, a nonprofit organization dedicated to increasing the economic well-being of rural communities through business development, is seeking a Woman's Business Center Program Manager to oversee a new WBC program serving Siskiyou, Shasta, Trinity and Humboldt Counties in California.

This position manages the delivery of services to JEDI's variety of business clients, with full responsibility for compliance with WBC program directives. In addition, the WBC Program Manager:

- Is an active member of the program management team;
- Provides leadership in marketing, outreach and implementation of programs;
- Supervises Business Development Specialists and Consultants to ensure appropriate program delivery and;
- Plays a key role in grant management which includes financial management and reporting, data collection, report writing and other administrative duties.

Please email info@e-jedi.org for a full announcement and application instructions. Please do not call. We will respond immediately to your request.