**Position Posting**

**Program Manager**

**LAEDA Women’s Business Center**

**Description**  
The Latin American Economic Development Association, Inc. (LAEDA), a community economic development non-profit organization 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. LAEDA’s US Small Business Administration designated, Women’s Business Center provides woman-entrepreneur focused business training and counseling for women entrepreneurs who have graduated LAEDA’s Entrepreneurial Development Training Program (EDTP) and new clients in LAEDA service area.

**Work Objectives**

The WBC Program Manager runs the complete operations of Woman’s Business Center and reports directly to the President & CEO. He/she is directly responsible for the development, marketing and provision of all WBC services.

He/she coordinates and provides one-on-one business counseling and technical assistance to women business owners from every stage of business development throughout South Jersey. He/she is expected to provide management advice and training on best practices, business development, business planning, access to capital, marketing, operations and other aspects of running a small business.

He/she is responsible for compliance with SBA WBC program directives. Develops and oversees the WBC budget and expenditures. He/she supervises staff and volunteers to ensure appropriate program delivery and reporting.

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

**JOB KNOWLEDGE AND SKILLS REQUIRED**

A Bachelor’s degree in economics, business administration or a related field is required; MBA preferred.

The successful applicant must have a minimum of 5 to 7 years professional experience in fields of small business management, economic development, micro-enterprise, and/or not-for-profit management (significant work/life experience and success directly related to the duties and responsibilities specified, e.g., small business ownership, non-profit management, may be considered in lieu of degrees in relevant fields).

The Program Manager must understand the issues confronting women entrepreneurs 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.

Willingness to travel and work evenings or irregular hours as needed.

Excellent verbal and written communication skills are essential, bilingual (English-Spanish) skills is a plus but not required.