



**Rockville Economic Development, Inc.
Maryland Women's Business Center
Position Description**

Rockville Economic Development Inc (REDI) is a non-profit organization established in 1998 to assure the City's future economic vitality by providing assistance, resources, and direction to companies at all stages of growth. In 2010, REDI established the Maryland Women's Business Center (MWBC) to help women throughout the region start and grow businesses positioned for long term growth in our community, through training, business counseling and resources. Our busy office hosts more than 50 workshops a year and we interact with more than 1,000 people through our various services and programs. In 2014 we will launch our first satellite office in Prince George's County at the Bowie Business Innovation Center. We encourage you to learn more about REDI at www.rockvilleredi.org and the MWBC at www.marylandwbc.org

TITLE: Program Manager/Business Counselor
ACCOUNTABILITY: Reports to the Managing Director, MWBC
STATUS: Full-time (open to considering part-time candidates as well)

DUTIES AND RESPONSIBILITIES:

Training

- Responsible for identifying, organizing and scheduling 30-40 workshops per year on a wide range of business topics working with volunteer trainers and partners.
- Work with Program Assistant on room/facility reservations, registration processes, and delivery of workshops.
- Teach occasional courses and workshops on business plans and related topics;
- Collect data and evaluations from participants and work with Program Assistant to ensure data is reported properly.
- Work with Program Assistant to publicize our workshops through a flyers, eblasts, social media, external websites and listserves.

Counseling

- Conduct and manage ongoing counseling caseload of approximately 120 clients per year to include follow-up and reporting of client satisfaction and economic impact.
- Identify and recruit volunteer professionals to offer client counseling and monitor volunteer counseling sessions to ensure high quality counseling standards are met.
- Organize peer counseling groups

- Identify mentors for clients as appropriate

Resources

- Maintain library of resources to assist clients and work with Program Assistant to ensure that information is updated on the website.
- Maintain referral lists.

Other

- Identify, support and supervise interns.
- Maintain consistently high client satisfaction levels as evidenced by client evaluations.
- Conduct community outreach activities as appropriate through occasional networking and speaking engagements to promote the activities of the MWBC and create collaborative partnerships to further the mission of the organization.
- Perform other duties as required and appropriate to the objectives of this position and the needs of the organization

POSITION REQUIREMENT

- Undergraduate degree in Business or a related discipline
- Familiarity and experience with women's business ownership issues
- Program management experience
- Business consulting or coaching experience
- Ability to work with diverse groups
- Entrepreneurial experience highly desired
- Public speaking skills and/or training experience

Compensation: \$50,000-60,000 with benefits.

Benefits for full-time position: We follow the paid holiday schedule of City of Rockville and provide paid annual leave, a 3% matching contribution to a 401K plan, health care benefits, and parking or Metro reimbursement.

To apply, please send cover letter and resume to Lori Gillen at 95 Monroe Street, Rockville, MD 20850 or via email, with "Business Counselor Position" in the subject line, to: lori@marylandwbc.org