

**Posting Number**

RBOC1911FVW

**Position Type**

Contractor

**Internal Recruitment**

YES

**Working Title**

Rural Business Outreach Coordinator

**Anticipated Hiring Range**

\$40,000 - \$48,000 (commensurate with education and experience)

**Work Schedule**

Monday - Friday; 8:00am - 5:00pm; some evenings and weekends are required

**Job Location**

Henderson NC

**Department**

Small Business Clinic (Gateway Center)

**Essential Job Duties**

The Rural Business Outreach Coordinator manages Franklin Vance Warren Opportunity, Inc.'s (FVWOPP) Small Business Clinic, an effort focused on matching existing small businesses and entrepreneurs in Franklin, Vance, Warren and Granville counties with essential technical assistance providers and other resources to help establish, stabilize and grow their businesses. The coordinator will be the lead person in planning intentional outreach with clients and coordination of trainings with Vance-Granville Community College (VGCC), as well as engagement with our consultants to provide direct technical assistance to businesses to address key topics and work through specific issues.

Position responsibilities include, but are not limited to:

**Design and Implementation:**

- Coordinate with FVWOPP staff to ensure that program is implemented efficiently.
- Complete intake form and evaluate to determine next steps.
- Work with service providers, including VGCC, Duke Law Clinic, local chambers of commerce, economic developers and technical assistance consultants.
- Maintain financial records as required by internal and external funders.
- Prepare quarterly reports for submission to USDA as required.
- Coordinate with supporting organizations and Gateway CDC tenants to ensure that conference room and community room space is available as needed.
- Design and implement training as appropriate to prepare businesses for success during their participation in the program.
- Implement an assessment mechanism to evaluate the success of the program, to include pre- and post-survey of participants.
- Report to FVWOPP leadership on how the program is progressing and things that we could appropriately implement or change to improve services to the businesses that we're working with.
- Make recommendations on strategies to increase recruitment of small businesses from our target counties.
- Make recommendations should you see the need for expansion of the program to increase FVWOPP's ability to respond to the needs of our clients.

### **Communication, Recruitment and Partnerships:**

- Identify and recruit small businesses and entrepreneurs.
- Communicate program goals, objectives and expectations to small businesses.
- Coordinate a small business program focused on small businesses and entrepreneurs in rural areas.
- Work with training programs such as the VGCC entrepreneurial programs as well as any chamber of commerce, SBA, SBTDC or USDA programs.
- Coordinate and convene an Advisory Committee meeting 3-4 times a year.
- Ensure strong communication with county-level partners and elected officials to keep them informed of the program and to identify possible matching funds.
- Coordinate with FVWOPP communications and other entities to ensure appropriate coverage and characterization of the Small Business Clinic.
- Serve as liaison and advocate for rural small businesses in Franklin, Vance, Warren and Granville Counties.
- Identify additional grant and funding resources to continue the continuation and expansion of the program.

### **Other Responsibilities**

Other duties as assigned

### **Minimum Education and Experience**

- Master's Degree preferred; will accept Bachelor's Degree + at least 3 years of relevant experience or 10 years of relevant experience in lieu of a degree

### **Other Required Qualifications**

- Excellent communication skills, including writing, proofreading skills, and speaking
- Excellent interpersonal skills both in person and by phone, with high professionalism
- Ability to manage work assignments from a variety of staff and clients
- Ability to accomplish projects with little supervision
- Ability to work effectively with a variety of campus departments, student organizations, and clients external to university
- Previous experience in project management
- Bachelor's degree in public policy, business or agriculture preferred
- Previous experience working with rural businesses preferred
- A valid driver's license will be required and must be maintained as a condition of employment.

### **Preferred Qualifications**

- Master's Degree with a focus in public policy, business or agriculture preferred.

### **Required License(s) or Certification(s)**

N/A

**Valid NC Driver's License required**

Yes

**Commercial Driver's License required**

No

**Job Open Date**

08/06/2021

**Anticipated Close Date**

Open Until Filled

**Special Instructions to Applicants**

Please provide contact information for three professional references when you apply.

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Contractor

**Full Time Equivalent (FTE) (= 40 hours/week)**

1.00

**Duration**

12-Month

**Mandatory Designation - Adverse Weather**

Non-Mandatory - Adverse Weather

**Mandatory Designation - Emergency Events**

Non-Mandatory - Emergency Event

**AA/EOE**

FVWOPP is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran.

If you have general questions about the application process, you may contact Brandon Alexander at 919-264-4912 or thebusinessadvisors@yahoo.com. Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919-264-4912.

Final candidates are subject to drug, criminal, sex offender and background checks. Some vacancies also require credit or motor vehicle checks. If highest degree is from an institution outside of the U.S., final candidates are required to have their degree equivalency verified at [www.wes.org](http://www.wes.org) or equivalent service. Degree(s) must be obtained prior to start date in order to meet qualifications and receive credit. **We also require a Covid-19 VACCINATION.**

FVWOPP participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.