

Southern Perry Incubation Center for Entrepreneurs (SPICE)

Employment Opportunity

Job Title: M.A.P. Administrator (this is a part time position 20-30 hrs per week)

Location: office in New Straitsville, Ohio

Experience/Education: Minimum Education Qualification: Associates Degree or equivalent experience in Business, Finance

Salary: Based on qualifications and performance

Deadline: For full consideration apply by February 1st 2017

Organizational Overview: SPICE supports new and existing businesses by making micro-loans available to qualified applicants as well as technical business assistance.

The SPICE Mission: Create economic growth in southern Perry County by providing and supporting entrepreneurial development activities.

Job Description:

Micro-enterprise Assistance Program Responsibilities:

Plan and execute business development activities

Maintain present programs and initiate new ones as needed.

Develop relations and collaborations with other organizations

Pursue the improvement of SPICE program processes and systems

Grant writing and resource development

Human resource and financial management of SPICE

Micro-enterprise Assistance Program Responsibilities:

Serve as Revolving Loan Fund Administrator

Plan, develop, and facilitate business development classes, workshops and activities that promote business growth in Perry County

Provide counseling and mentoring to class participants, business clients, and loan recipients

Skills and Qualifications:

Outstanding oral and written communication skills

Grant writing experience essential

Experience in building collaborative relationships

Background in management of loan funds and finance

Strong computer skills

Please submit a cover letter, resume including professional references to:

Carla Ankrom: P.O. Box 268 New Straitsville, Ohio 43766 Fax: 740-394-2277

Email: spice.ohio@yahoo.com

SPICE is an equal opportunity employer

www.spiceohio.com

SPICE will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, disability, age, or ancestry. SPICE will take affirmative action to ensure that applicants are considered for employment and that employees are treated during employment, without regard to their race, religion, color, sex, national origin, disability, age, or ancestry. SPICE will, in all solicitations or advertisements for employees placed by or on behalf of SPICE, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, disability, age, or ancestry. SPICE will incorporate the requirements of this paragraph in all of its respective contracts for any of the work for which grant funds are expended and SPICE will require all of its subcontractors for any part of such work to incorporate such requirements in all subcontracts for such work.