



The Florida Women's Business Center has the following full time (40 hours/week), temporary positions (12 months). Positions are associated with support services resulting from the **CARES Act - COVID19**. Resumes will only be accepted via jobs@FLWBC.org. Please send resume to jobs@FLWBC.org with subject line indicating position you are applying for. If an interview is warranted, you will be notified via email with date, time, and place (all interviews will be held via live video).

Program Services Manager

This position is accountable and responsible for cohesive coordination, monitoring, documenting, and reporting of all individuals contacting the FLWBC for support (inquires, counseling, workshops, loans, and/or general information. This includes but is not limited to; scheduling appointments for counseling, managing registrations for workshops, following up for surveys, insuring required documents are signed, updating and maintaining accuracy of client relationship database and required data interchange with the SBA's databases.

- Maintains the online scheduling calendar and correspondence to clients for all FLWBC programs
- Coordinates and completes logistics for scheduled trainings, workshops, counseling sessions and instructors
- Develops and composes information i.e., agendas, minutes, reports, work plans, forms, curriculums, handouts and other materials.

Required Skills

- Ability to manage multiple projects and work assignments
- Ability to accomplish projects with little supervision
- Proficient with Microsoft Word, Excel, PowerPoint, Social Media, online tools Zoom etc.
- Strong interpersonal skills (verbal, listening, written) necessary in order to communicate effectively
- Sincere willingness to help and support women who are seeking to improve their lives
- Ability to lift up to 50 lbs., sit, bend, reach, walk, and travel throughout Palm Beach & Broward Counties
- Must have flexibility to attend and oversee meetings and workshops during the evening and weekends.

Business Counselor (2 positions)

Responsible for providing small business management advice, technical assistance and related education services to a diverse clientele of existing businesses affected by COVID19 pandemic. These positions will interface with FLWBC clients and guide /direct them through the process of analyzing while documenting their business capabilities, products, and services. In addition, assist clients in developing "way forward" plans, programs and processes while determining business and personal financial realities. The position will require excellent listening skills, the ability to consult on strategic and tactical approaches, the innate and sincere desire to help and support business owners who have been affected by COVID19. Ability to advise, counsel, and mentor individuals from diverse backgrounds, cultures, or financial situations. Seeking a candidate with 4 years or more of accounting/bookkeeping experience including accounting software products, and the other with marketing experience and a demonstrated proficiency in developing marketing plans.

- Experience as business owner, manager or background as a professional in a corporate environment
- Experience in writing business and marketing plans, loan packaging, and interpreting financial statements; accounting and record keeping, including cash flow analysis
- Business counseling and/or education
- Strong oral, written, and interpersonal skills
- Computer literacy to include Microsoft Office programs and virtual communication/meeting platforms

Web Developer/Designer/Instructor

Design, create, and modify Joomla website. Analyze FLWBC client needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content.

· Maintain updated versions of website software

- Design/develop websites and knowledge of web applications
- Experienced in updating website content.
- Experience in electronic data backup to prevent loss of information.
- Test software performance.

Required Skills:

- **Critical Thinking** - Thinking about the pros and cons of different ways to solve a problem - **Complex Problem Solving** - Noticing a problem and figuring out the best way to solve it - **Operations Analysis** - Figuring out what a product or service needs to be able to do - **Reading Comprehension** - Reading work-related information - **Deductive Reasoning** - Using rules to solve problems - **Oral Comprehension** - Listening and understanding what people say - **Problem Sensitivity** - Noticing when problems happen - **Written Comprehension** - Reading and understanding what is written - **Near Vision** - Seeing details up close.

Social Media - Marketing/Event Coordinator/Instructor

Social media specialists communicate with the public through platforms that allow users to create and share content online. Manage and run the FLWBC & TED Center social media accounts, building the brand and maintaining continuity in the online reputation. Post content—such as images, text, or videos—to spark interest in a topic that relates to the brand as a whole. In addition, follow conversations and interact with clients online as it relates to COVID19 issues. Collaborate with clients to promote their vision. Set goals to track the effectiveness of the communication strategies, social media outreach and then measure success against those goals. Work with FLWBC clients to insure their social media outreach is consistent with their future roadmap. The desire to support and help clients who are in need of financial, emotional and directional guidance. Instruct workshops as scheduled and required.

- Experience in Marketing, Communications or related field, experience equivalent will be considered
- 3+ years' experience in social media management
- Exceptional multi-tasking skills
- Able to explain complex social media data in an understandable way
- Strong problem solving skills
- Knowledge of social media platforms with examples of accomplishments
- Strong oral, written and interpersonal skills
- Graphic Design skills a plus

Administrative Assistant

We are a client-focused Women's Business Center supporting women who want to start, grow and run successful businesses. We are looking to hire a high-quality, office assistant bilingual (English/Spanish a plus) who takes initiative, uses good judgment, and remembers that our clients are the most important part of what we do. Duties include handling and documenting incoming calls and other communications, greeting clients and visitors as needed, and general office clerk duties including filing, database maintenance, and helping organize and maintain office common areas. Strictly maintaining confidentiality and being able to work well with others in a fast-paced environment are essential. An ideal candidate has excellent writing, communication, and organizational skills.

Seeking an individual with 4 years plus experience in a business environment.

- Positive, friendly and upbeat personality
- Ability to interact with internal employees and clients in a polite and professional manner
- Experience answering multi-line phone systems, transferring calls and maintaining a call database
- Ability to adapt to a changing environment and assisting multiple areas
- Knowledge and experience with Microsoft Outlook, Word, and Excel.
- Records management

Skills

- Microsoft Excel (min. of 2 years experience is required)
- Scheduling Appointments
- Handling Confidential Information

- Problem Solving

Loan Processor

Responsible for reviewing new loan application requests to ensure that all required forms and/or documentation have been provided by the borrower.

Education/Experience:

Minimum of 4 years of loan processing experience within a banking company or related financial institution required. Ability to communicate effectively with all levels of Small Business Owners via both verbal\written form. Computer literate with experience using, Microsoft Word, Excel, PowerPoint and able to be trained on industry standard software. Ability to work under deadlines and meet quotas. Good organization and planning skills. Ability to pay close attention to detail. The desire to support and help clients who are in need of financial, emotional and directional guidance.

Major Job Duties and Responsibilities:

- Effectively works in a team environment to gather, analyze and submit loan request and applications..
- Provides support to lending agency's underwriting, documentation and closing departments.
- Develops a pipeline plan to insure tracking and measuring of work effort.
- Manage a pipeline, call borrowers, call customers, review and enter documents in database, follow-up with client and funder, prepare and submit all reports on-time.

www.FLWBC.org