



Cincinnati Region Minority Business Assistance Center (MBAC) PIKETON OFFICE

BUSINESS COUNSELOR PART-TIME CONTRACTOR

The Minority Business Assistance Center (MBAC) Cincinnati Office – Ohio Development Services Agency (ODSA) is located at the Greater Cincinnati Northern Kentucky African American Chamber of Commerce. We are accepting applications for the position of part-time contractual Business Counselor for our Piketon office at the Ohio State University South Centers.

Minority Business Assistance Centers (MBAC) located in seven cities across the state of Ohio, providing technical assistance professional consultation, access to capital, assistance obtaining contract opportunities and MBE/EDGE certifications. Our primary objective is to identify emerging businesses and cultivate growth and sustainability. These services are available without cost to businesses located throughout Ohio and serve the needs of Ohio's small, minority and disadvantaged businesses.

The Cincinnati MBAC and Satellite Office in Pike County are responsible for providing services to the following counties: Pike, Clermont, Ross, Brown, Vinton, Fayette, Jackson, Clinton, Scioto, Lawrence, Adams, Highland, Hamilton, Warren, Gallia, Meigs and Butler.

Contractual Business Counselor primary focus will be:

1. Meeting all state required Key Performance Metrics (KPMs)
2. Counseling MBAC business clients throughout the various phases of growth.
3. Maintaining client records.
4. Identifying contract opportunities with (federal, state, city & corporate) organizations/agencies for small businesses.
5. Assisting business owners with the State of Ohio certification processes for: Minority Business Enterprise (MBE), Encouraging Diversity Growth and Equity (EDGE), and Veterans Friendly Business Enterprise certifications.
6. Planning outreach events.
7. Marketing of MBAC programming,
8. Designing training seminars and working with strategic partners.
9. Maintaining Piketon Facebook page



Minority Business
Assistance Centers
Cincinnati



African American Chamber
Greater Cincinnati | Northern Kentucky

POSITIONS REQUIREMENTS

The Contractual Business Counselor must possess a working knowledge of federal, state, city and corporate contract procurement processes or have the willingness to learn. The candidate should be a graduate of a regionally accredited four-year college or university with a B.A., B.S. or a degree in Economics or related fields. An understanding of the supplier/purchasing process, Fluent in Spanish and English a plus. A valid Ohio driver's license and the ability to travel required. Other duties as assigned by the director.

Work Hours: 20 hrs. /wk.

Salary: \$15/hour

Submit Resume, and Cover Letter:

African American Chamber

2945 Gilbert Avenue

Cincinnati, Ohio 45206

Email: deborah@african-americanchamber.com

Attn: MBAC OFFICE