

JOB POSTING

Business Service Case Manager

Mission of Organization

Our mission is to enhance the quality of life in the South Bronx by strengthening businesses and creating innovative economic, housing, educational and career development programs for youth and adults.

SoBRO's programs include spurring economic development, building affordable housing, Youth & adult education, workforce development, helping at-risk youth to succeed, and producing other positive outcomes for South Bronx residents and employers.

Please visit www.sobro.org to learn more.

Overview of the Position

The Business Service Case Manager will be central to the Community & Economic Development Department, allowing SoBRO to meet the unique needs of the targeted business population. This individual will work 35 hours a week providing one-on-one comprehensive counseling and technical assistance to targeted business clients. The Case manager will work with the Program Directors and other support staff in identifying client issues/concerns and creating ratifying and expanding strategies. The Case Manager will work with two targeted groups; Entrepreneurs (Start ups) and Procurement (Existing business) clients.

Position Description & Responsibilities

- Day-to-day assistance with SoBRO's Economic Development business clients with regard to updating/creating business plans, capability and financial statements.
- Input program information into program database in order to maintain the integrity of program results.
- Follow up calls and/or meetings with business clients to ensure requested services are provided.
- Assist SoBRO's business clients with submission of Requests for Proposals and necessary certification and registration applications.
- Provide guidance and consult to business clients on proper methods and innovative strategies.
- Researching industry related opportunities for business technical assistance clients.
- Preparing clients to obtain licensing, bonding and other forms of insurance.
- Increase marketing efforts for program awareness by attending outreach events to provide positive exposure to Economic Development business programs.

Requirements

- Bachelor Degree in Business or related field or equivalent experience required.
- Two (2) + years of business technical assistance experience are required.

- Must be able to work independently and in a group setting to provide training and technical assistance to clients through individual counseling, small-group workshops and seminars.
- Must have computer knowledge to include MS Word, Excel, PowerPoint and Outlook.
- Highly motivated, accurate, organized, detail-oriented and interested in successfully managing a heavy workload.
- Strong oral and written communication skills.
- Must be an organized team player and a self starter.
- Fluency in English a must, Bi-lingual (Spanish) Preferred.
- Position requires travel from SoBRO headquarters to designated business sites.

Job Details:

- Location: Office is accessible - just one quarter block from the #2 and #5 subway trains in the heart of the South Bronx's commercial district.
- Salary: \$35,000-\$40,000 Annually

How to Apply:

- Interested parties should send their resume to Van-Nessa Brown, South Bronx Overall Economic Development Corporation (SOBRO) 555 Bergen Avenue, Bronx, N.Y. 10455, vbrown@sobro.org, Fax # (718) 292-3115. NO PHONE CALLS PLEASE!!

SoBRO provides equal employment opportunity for all applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status.

Auxiliary aids and services are available upon request to individuals with disabilities

TTY/TDD: 1-800 662-1220

Voice Relay: 1-800-421-1220