



## **WOMEN'S BUSINESS CENTER**

### **SBA WOMEN'S BUSINESS CENTER - GRANT NO. SBAOEDWB220047-03-02**

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**REPORT TO:** Sr. VP for Strategic Initiatives

**E CLASS:** FT-12 Month

**FLSA:** Exempt

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#### **PURPOSE:**

The Project Director provides operational leadership for the Miles College Women's Business Center (MCWBC) to ensure successful completion of the current SBA grant cycle and preparation for renewal. This position manages program delivery, compliance, match requirements, and staff coordination during the transition period through July 2026.

#### **REQUIRED QUALIFICATIONS:**

Bachelor's degree in business or related field required; Master's preferred. Two or more years of program management experience in small business development or federally funded programs required. Experience with SBA programs required. Experience with Miles College SBA programs preferred. . Experience with data reporting specifically Neoserra database required.

#### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Oversee daily WBC operations including program delivery, client services, and workshops
- Manage institutional match requirements for 2025-26 and 2026-27 performance years
- Supervise Program Coordinator and coordinate with business coaches
- Ensure SBA/OWBO compliance including client data in Neoserra database
- Prepare quarterly/annual reports and documentation for SBA
- Monitor grant budget and coordinate financial reporting
- Plan workshops, counseling sessions, and networking events
- Build partnerships with community organizations and financial institutions
- Coordinate marketing and outreach for program visibility
- Conduct program assessments for future grant cycles

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of SBA programs, federal grant management, and compliance requirements
- Ability to manage budgets, track match requirements, and prepare financial reports
- Strong organizational skills with ability to manage multiple projects and meet deadlines
- Excellent written and verbal communication skills
- Proficiency in database management systems (Neoserra preferred) and Microsoft Office
- Understanding of small business development and entrepreneurship
- Supervisory experience with ability to train and evaluate team members
- Strong attention to detail and commitment to accuracy
- Ability to represent the College professionally in community and SBA networks

### **WORK ENVIRONMENT:**

The work environment includes exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or lifting and carrying small objects.

### **TRAVEL:**

Travel is required for this position.

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

### **SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to [hr@miles.edu](mailto:hr@miles.edu). Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

### **NOTICE OF NON-DISCRIMINATION**

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, [titleix@miles.edu](mailto:titleix@miles.edu). For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).

### **TITLE IX / STATEMENT OF NONDISCRIMINATION**

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).



## **Interim Program Coordinator**



**WOMEN'S BUSINESS CENTER PROGRAM  
COORDINATOR  
SBA WOMEN'S BUSINESS CENTER - GRANT NO.  
SBAOEDWB220047-03-02**

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**REPORT TO:** Women's Business Center Director – Grant funded  
**E CLASS:** PT- 6 Month (Temporary)  
**FLSA:** Non-Exempt

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**PURPOSE:**

The Program Coordinator provides administrative, programmatic, and client support for the Miles College Women's Business Center. This part time temporary position works closely with the Interim Project Director to deliver business coaching, coordinate workshops and cohorts, maintain program records, and support overall center operations on both remote and on-site basis.

**REQUIRED QUALIFICATIONS:**

Associate's degree required; Bachelor's preferred. One or more years of program coordination or business services experience. Small business development or coaching experience preferred. Experience with SBA programs required. Experience with Miles College SBA programs preferred. Strong organizational and database management skills required. Experience with data reporting specifically Neoserra database required.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Provide business coaching and counseling to women entrepreneurs
- Coordinate and facilitate training workshops, cohorts, and events
- Maintain client records and performance data in Neoserra database
- Schedule appointments, site visits, and counseling sessions
- Assist with training materials and workshop resources
- Support marketing, social media, and lead generation
- Prepare activity reports for SBA reporting
- Assist with event logistics and participant follow-up
- Respond to client inquiries via phone, email, and in-person

**KNOWLEDGE, SKILLS & ABILITIES:**

- Strong interpersonal and communication skills for client engagement and coaching
- Proficiency in database systems, CRM platforms, and Microsoft Office Suite
- Ability to organize and manage multiple tasks with attention to detail
- Knowledge of small business operations and business development
- Experience with workshop facilitation or training delivery preferred
- Ability to work independently in remote settings and collaboratively in teams
- Strong customer service orientation with professional demeanor
- Ability to maintain confidentiality and handle sensitive client information
- Flexible schedule to accommodate workshops, evening events, and site visits
- Reliable technology access for remote work

**WORK ENVIRONMENT:**

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**TRAVEL:**

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