

POSITION VACANCY

May 26, 2016

Name of position: Coordinator, Military Business Center
Applications accepted through: June 30, 2016 or until filled
Effective date of employment: August 1, 2016
Length of employment: Part-time, 12 month position
Salary range: Dependent on grant funding. Commensurate with experience.

Position requirements:

A Bachelor's Degree or higher in business administration or related field is preferred. Combination of education or experience equivalent to three years in business administration and/or military procurement is required. Direct experience or background in serving or working with the military required. Excellent written and oral communication skills required. Proficiency with word processing, spreadsheet, database and internet research systems required. Experience with military procurement systems preferred. Marketing skills are a plus. Applicant must be a team player with a demonstrated ability to work well with others. National Career Readiness Certificate preferred (NCRC).

Position duties:

The Coordinator of the Military Business Center (MBC) works to support the overall goals of the NC Military Business Center, in conjunction with the Small Business Center, of increasing military business for North Carolina businesses; integrating transitioning military personnel and family members into the workforce; and supporting the recruitment and development of defense related businesses. The individual will serve as the primary liaison between small businesses and government contracting officials in order to meet these goals.

The MBC Coordinator will

- Identify military business opportunities and source opportunities to appropriate businesses.
- Identify and recruit area businesses to participate in military business.
- Provide counseling and referral of area businesses to business assistance services.
- Interface with headquarters and satellite offices of the NC Military Business Center.
- Assist with trade show management.
- Recruit and assist area businesses to register on MatchForce.org.
- Develop, schedule, market, and conduct training for local businesses.
- Work in cooperation with the College's internal economic development team as part of the Wayne Business & Industry Center.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

INSTITUTION: Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. A Tobacco Free Campus as of August 1, 2009.

APPLICATIONS:

Submit an original Wayne Community College employment application and all support materials, including copies of transcripts of all post-secondary studies to **Human Resources, Wayne Community College, and P. O. Box 8002, Goldsboro, NC 27533-8002**. Applications may be downloaded from our website at www.waynecc.edu. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.