Job Description – Program Specialist
Maryland Small Business Development Center, Harford Community College

Two Position available: The Ground Floor, Havre de Grace, MD and Overton and Associates, Westminster, MD
Rate Range: $15.92-$18.30

Primary Responsibilities:
- Assist Small Business Consultant in providing management and technical assistance to small businesses
- Provide research and support to small businesses to help them meet their goals.
- Document client activities
- Maintain professional development

Duties:
- Assist in preparing and presenting regularly scheduled seminars
- Input client information data into the SBDC database system
- Review business plans
- Complete all required program documentation and maintain complete client files and expense reports.
- Participate in required annual professional development program and re-certify qualifications based upon the Professional Development Certification requirements
- Ensure that the standards of co-counseling with are consistently performed
- Actively participate in SBDC Strategic Development Teams
- Attend SBDC Regional Staff Meetings
- Other duties as assigned

Qualifications:
- Bachelor’s degree
- Minimum 2 years of relevant business experience
- Interpersonal skills to interact with a variety of clients
- Excellent communications skills, oral and written
- Independent worker

Knowledge and Experience
- Finance, marketing, cash flow, licensing, regulation, personnel, and the business start-up process for the state of Maryland
- Proficient in use of Microsoft suite of software
- Interviewing and interpersonal communication skills

To Apply: Send Cover & Resume to Amy Wallace amwallace@harford.edu