



Business Coordinator Position

Reports to: Director of Economic Development

Supervises: None

Position Level: Full Time (Monday – Friday and some weekends)

Compensation: Salary \$45,000 - \$47,000 DOQ + Benefits

Full Job Description

ACER's Economic Development work is growing in the northwest suburbs, and we are looking for a strong, detail-oriented New Business Coordinator to support various industry-specific tasks to help ensure businesses receive the best support to grow their businesses and pass policies to ensure access to opportunities to micro-businesses runs efficiently. Our formula for success is to meet our businesses where they are and guide them through business development processes to meet their needs first.

The purpose of this position is to ensure smooth day-to-day operations of our Business Development programs while providing superior customer service to existing clients and prospects. The position requires the consultant to perform industry-specific tasks such as technical assistance with micro grant application submission, one on one business questionnaire, and account transfer follow-up, client service work including beneficiary changes/withdrawals, incoming client service calls, database management, and client appointment preparation.

The Organization: The African Career Education & Resources, Inc. is the leading issue-based community organization working to uplift and amplify the African Diaspora to build power for systemic change that advances racial and economic equity in communities

Experience:

- Computer Skills: 2-3 years (Preferred)
- Organizational Skills: 2-3 years (Preferred)

Minimum Requirements:

- Previous experience processing paperwork



- Previous client interaction in an office setting
- Intermediate to advanced computer skills

This position requires that you possess the following skills:

- Strong business development and business support background
- Strong organizational skills and attention to detail
- Excellent communication- both verbal and written
- Self-directed initiative
- Process-driven
- Strong follow-through

Responsibilities:

- Prioritize day to day tasks
- Operate with a proactive approach
- Maintain business owner database program (CRMs)
- Respond to client inquiries as needed
- Manage the micro-grant application process for all qualified clients
- Create, review, scan, and submit all new business applications
- Assist with marketing and promotion of organization business services
- Help plan, and facilitate business development programs and events
- Follow-up as needed with vendors and clients
- Resolve any issues regarding new business and make necessary amendments.

Compensation: This position will offer a competitive salary based on experience. ACER, Inc. is an equal opportunity/affirmative action employer

How to apply:

Applicants should provide the following information:

- A cover letter stating your interest, availability, and general qualifications
- A resume outlining your education, skills and experience
- Please include three references

Please submit your complete application via email to dbutler@acerinc.org, with the following subject line: “your name – Business Coordinator”