

**EMPLOYMENT OPPORTUNITY**

**COMPONENT:** Administration

**POSITION:** Micro Enterprise Business Coordinator  
(part time)(pending funding)

**CLOSING DATE:** until filled

**QUALIFICATIONS:** Associate Degree in Business. Minimum of two years in relevant research/administrative work in a business or related setting. Demonstration of proficient public relations skills. Computer literate. Bilingual/Spanish a plus.

**RESPONSIBILITIES:** General knowledge of financial literacy, money management techniques and business related setting.

Experience and education in the field of economic development, business or social services.

Demonstration of proficient public relations skills to be utilized in preparing funding proposals as well as addressing CAPE team members, Board of Directors, external community groups and funding sources.

Assist to formalize and package various agency programs for presentation to potential funding sources.

Ability to blend and collaborate various funding sources.

Responsible for undertaking research into business needs and conditions.

Review of legal documents.

**SUBMIT APPLICATION:** Torey Suggs, Director of Human Resources  
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