

**Northeast Ohio Region Minority Business Assistance Center (MBAC)  
CLEVELAND OFFICE**

**PART-TIME BUSINESS COUNSELOR (1099 IRS status)**

The Minority Business Assistance Center (MBAC) Cleveland Office - Division of Ohio Department of Development) is located at the Urban League of Greater Cleveland's Small Business Center. We are accepting applications for the position of Part-Time Business Counselor.

The Part-Time Business Counselor will work 4 days Tuesday thru Friday @ 6 hours daily up to 24 hours maximum weekly. Office hours are 8:30 am to 4:30 pm. Cleveland MBAC Team responsible for coverage of Cuyahoga, Lake and Geauga counties.

Business Counselor primary focus will be:

1. **Identify and Secure contract opportunities with (federal, state, city & corporate) organizations/agencies for small businesses. Annual production goal of \$ \_\_\_\_\_.**

Other duties will be assisting with performance bonding, access to capital, MBE/EDGE Certification – State of Ohio, client counseling and training seminars. **Numerical performance goals will be assigned.**

*And other requirements as detailed in the Request for Proposal.*

**POSITION REQUIREMENTS**

Business Counselor must possess strong federal, state, city and corporate contract procurement skills. **Existing relationships with supply-chain managers required. Demonstrated contract procurement production a must!** Individual should be a graduate of a regionally accredited four year college or university with a B.A, B.S. or Masters Degree in Business Administration, Economics or related fields. A minimum of 5 years experience in supplier/purchasing, contracts/RFP, business ownership and/or equivalent combination of education and experienced required. Sales ability/Banking experience a plus! A valid Ohio driver's license and ability to travel required. Other duties as assigned by director. Contract July 1, 2013 thru June 30, 2014 based upon acceptable performance. Option to renew!

**Submit Resume and Cover Letter To:**

**Urban League of Greater Cleveland  
2930 Prospect Avenue  
Cleveland, Ohio 44115  
Email: [dgraham@ulcleveland.org](mailto:dgraham@ulcleveland.org)  
Attn: MBAC OFFICE**

**NO TELEPHONE CALLS WILL BE ACCEPTED.**

