



Diane Cox
Executive Director

BUSINESS SERVICES MANAGER

Member Governments

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

Bunn
Butner
Creedmoor
Franklinton
Henderson
Kittrell
Louisburg
Macon
Middleburg
Norlina
Oxford
Roxboro
Stem
Stovall
Warrenton
Youngsville

Employee will perform a broad range of comprehensive, system-wide, human resource services offered to businesses and jobseekers, including consultation, marketing, recruitment, retention, and training. Work may include directing information to employers/businesses which may be marketing products and services, event planning, and assisting NC Career Center service providers in the development and execution of work-based training opportunities for job-seeking customers. Employee will also manage a business loan program by conducting direct business development, marketing and outreach activities to generate business loan inquiries throughout the Kerr-Tar region. Work is performed in accordance with State and Federal guidelines that govern WIOA as well as departmental policy.

Graduation from college or university with a degree in business and 3-5 years working with the business community or an equivalent combination of education and experience that provides the skills and abilities to perform the job functions. Salary based on qualifications and experience.

Cover letter and résumé should be sent to Business Services Manager, PO Box 709, Henderson, NC 27536 or to info@kerrtarcog.org before 5:00 PM on October 19, 2020. Position is open until filled with rolling interviews. Interested applicants are encouraged to apply early. EOE