**Title:** Project Manager – COVID Recovery  
**Location:** Westborough, MA, with frequent time spent out of office  
**Salary:** Commensurate with experience  
**Classification:** Temporary – Full time for one year, with possibility to extend for one additional year

The Center for Women & Enterprise (CWE) is a nationally recognized economic development organization that supports women and veterans with small business development. We offer a dynamic, fast-paced, and intellectually stimulating environment. We provide opportunities for veterans, women entrepreneurs and women in business to increase professional success, personal growth, and financial independence. With offices in Rhode Island, Massachusetts, Vermont and New Hampshire, CWE delivers business development programs and certifies women owned businesses.

In partnership with the U.S. Small Business Administration (SBA), CWE operates five Women’s Business Centers (WBCs) and the Veterans Business Outreach Center of New England (VBOC of NE). While our service delivery is focused on those who identify as women and veterans, we welcome all genders.

**Job Overview**

The Project Manager – COVID Recovery is responsible for the development and implementation of the COVID Recovery Project for the CWE Central Massachusetts WBC. The incumbent drives programming for entrepreneurs seeking to recover from the impact of the COVID-19 pandemic on their businesses. Programming will include individual consultations and workshops on topics such as disaster recovery and strategic innovation. This person who fills this role will recruit and manage instructors, recommend and implement new programs, and make improvements to existing programs and services.

The ideal candidate is an entrepreneur with a demonstrated knowledge of small business development and disaster recovery for small business. Core skills include innovation, organization, and relationship management. The right person for this position is a motivated self-starter who shares CWE’s commitment to diversity and inclusion.

**Duties and Responsibilities**

- Manage the WBC Supplemental Funding Opportunity for CWE Central Massachusetts
- Assess the needs of small business owners; recommend and assist with the development of a plan of action
- Recruit, train and manage program consultants and volunteers
- Work closely with the CWE Central MA Director to track and analyze activities and outcomes of programs
- Collect and manage data specific to the COVID Recovery Project; prepare required reports
- Develop and deliver education and training programs specific to economic disaster recovery for small business
- Build alliances with CWE’s WBC staff and external community groups to offer programs collaboratively
• Implement marketing and outreach to attract new clients
• Attend and speak at community meetings and events, occasionally
• Related duties as assigned

Performance Measurements

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<th>Expectations</th>
<th>Measurements</th>
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<td>Quality Programs</td>
<td>• Client satisfaction</td>
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<td>• Economic impact – number of businesses served, jobs supported, capital infusion</td>
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<td>Development of a Robust Community</td>
<td>• Increase in volunteers and alliances</td>
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<td>• Brand awareness</td>
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<td>Demonstrated Competence/Skills</td>
<td>• Innovation</td>
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<td>• Relationship building/communication</td>
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Qualifications

• High level of business experience, defined as having owned a business or held a C-level in a small business
• Confidence in a variety of client-facing roles
• Undergraduate degree in economics, business administration or liberal arts; MBA preferred (significant work/life experience may be considered in lieu of degrees)
• Minimum of 5-7 years of professional experience in one or more of the following fields: small business management, economic development, micro-enterprise, education, program development, entrepreneurship
• Excellent organizational, communication, writing, and decision-making skills
• Innovative self-starter with ability to develop and drive new initiatives
• Committed to serving the needs of a diverse client base
• Enthusiastic about the mission of CWE
• Team player
• Handles supporting business owners who are dealing with difficult situations with a high level of professionalism
**Language and Computer Skills**

- Bilingual in Spanish and English is strongly preferred
- Ability to write reports and business correspondence
- Ability to effectively present information in a variety of ways, including online (i.e. via webinar)
- MS Office proficiency required

**Reasoning Ability**

- Ability to solve practical problems especially in situations where only limited standardization exists
- Ability to define problems, collect data, establish facts, and draw valid conclusions

**Certificates, Licenses, Registrations**

- Required to have and maintain a valid Driver's License and reliable mode of transportation

**Additional Requirements**

- Expect to work outside of normal business hours
- Most work will be done in communities throughout central and northwestern Massachusetts as opposed to in a traditional office setting
- Must communicate clearly and collaborate with internal and external stakeholders on an ongoing basis

**Physical Demands:** Walking, bending, sitting, typing at a keyboard, driving, and occasional lifting of up to 30 lbs.

_The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions._

**Work Environment and Environmental Conditions**

- The noise level in the work environment is usually moderate.
- No or very limited exposure to physical risk.

_The Center for Women & Enterprise is an equal opportunity employer._

_Interested candidates should submit a resume, thoughtful cover letter and salary requirements to Michelle Miller at mmiller@cweonline.org._