

ANNOUNCEMENT OF VOLUNTEER OPENING
FOR
Entrepreneurial Specialist

JVS announces a Volunteer opening for an Entrepreneurial Specialist (40 hours per week) in its VISTA Member – SEP/ADP/MPRI/CIC department, located in Detroit.

QUALIFICATIONS:

Bachelor's degree in Marketing, Business Administration, Human Resource Development, or related field preferred. Two or more years experience in business development, sales, and/or job placement/job development preferred. Micro-enterprising and personnel/project management experience required. Two years related experience with persons with economic disadvantages, disabilities and/or multi-cultural populations preferred. Fluency in American Sign Language and/or Spanish preferred. Interpersonal skills sufficient to communicate with participants, employers, staff, and the public. Composition and math skills sufficient to prepare required reports/documents/plans. Computer software skills sufficient to successfully complete job duties. Driving record must meet safe driving standards as established by Agency insurance company. Valid Michigan driver's license.

DUTIES:

1. With considerable independent activity including proactively establishing work plans and meeting deadlines, research potential product lines for participants and/or JVS driven enterprises including assessment of potential market demand and sales methods
2. Recommend current and potential participant and/or JVS products that would have a reasonable potential for income generation consistent with capacity of participants and/or agency.
3. Research, develop and complete business plans including researching and summarizing any viable and potential fund development sources.
4. Develop small scale pilot tests of participant and/or JVS products including implementation and indirect support to designated program staff.
5. Development and implement marketing systems to get products to market that result in meeting revenue goals.
6. Research more general fund development sources inclusive of foundations to support continued implementation of new business initiatives. Assist in the generation and submission of funding requests.
7. Assist participants with locating and obtaining part-time employment opportunities by identifying and marketing to potential employers so that they have a stable income base from which to launch their product lines.

JOB DESCRIPTION

JOB TITLE: Entrepreneurial Specialist

Page 2

8. Create and set up training sessions for JVS program staff in support of program goals and activities.
9. Identify and recruit potential members to the New Business In initiative Advisory Board; provide support to the Board as needed including agenda development, meeting coordination and minutes.
10. Identify participant/agency needs related to accounting and legal compliance to include taxes and licenses and facilitate linkages to appropriate resources.
11. Develop marketing and publicity materials for the program tailored to target audiences/markets.
12. Attend mandated trainings arranged by VISTA.

WORKING CONDITIONS:

1. Position involves the ability to work flexible hours including evening, early morning and weekends, and to travel throughout the metropolitan area.
2. Work involves stooping, bending, working on uneven surfaces. Ability to transport items weighing up to 30 pounds from above shoulder to ground level.

SALARY AND RELATED:

Vista Volunteers will receive JVS-specific training as well as an AmeriCorps VISTA living allowance (\$936/month or \$11,232/year), health benefits, and an end-of service Education Award (\$5,350) or year-end cash stipend (\$1,500) in return for one year of full-time volunteer service. VISTA members must be willing to commit to a one year contract beginning November 2010 in which they must commit to a full work week (40 hrs/week). **VISTA Members must be 18 years or older, without a criminal record, without another job during their volunteer service, and who are not full-time students (or enrolled in a formal undergraduate or graduate degree program that will require them to take more than 6 or 7 semester hours).**

Applicants selected will be assigned to tasks specific to the project reflected in position posting. Members must also complete a required 4-day pre-service orientation (PSO) in November 15th-18th 2010 in Lombard, Illinois (with all travel expenses for such being paid for by VISTA) prior to beginning volunteer service. Local travel (in Wayne County) will be expected on a periodic basis and the successful applicant will therefore have reliable personal transportation with mileage reimbursed by JVS for such travel. Please put *VISTA Posting* in the subject line.

To apply for this position please email a Letter of Interest and Resume to R. Michael Reaume, Vice President at mreaume@jvsdet.org. Please type *Resume for VISTA Position* in subject line. **No phone calls please. Deadline for submission is Monday, October 4, 2010.**

Please send resumes to: Mike Reaume
mreaume@jvsdet.org

No phone calls please.



JVS announces available volunteer opportunities in partnership with the Corporation for National & Community Service (CNCS) – AmeriCorps VISTA (Volunteers in Service to America).

Jewish Vocational Service in Detroit (JVS) provides comprehensive employment and case management services to a variety of low income, disabled and homeless individuals. We have locations in Detroit as well as Oakland and Macomb counties; serving over 20,000 persons per year. AmeriCorps VISTA is a national service program founded in 1964 to support community agencies in building capacity and ultimately bringing low-income individuals and communities out of poverty.

In partnership with the AmeriCorps VISTA, we are recruiting (paid) volunteers for a year commitment to provide business development activities to support the development and implementation of product lines that will provide specific JVS clients with employment opportunities, opportunities for small business development, and revenue for the agency. Target populations are persons with disabilities, histories of felony convictions, and/or persons experiencing homelessness. See this link for more information about AmeriCorps VISTA <http://www.americorps.gov/about/programs/vista.asp>

The focus of this project will be to develop one or more product lines to be manufactured by the above-mentioned target populations and sold to the general public. VISTA Member activities will include: developing business plans; researching and developing potential product lines; developing resources and supports for self-employed customers; marketing infrastructure development to get products to a broader audience; and executing specific fund development in support of the initiative.

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