

Northeast Kansas Enterprise Facilitation seeks a highly motivated individual to assist new and expanding businesses in the Atchison, Brown, Doniphan, Jackson, & Nemaha counties. This is a full-time position.

The Facilitator will:

- Provide free, confidential, one-on-one management coaching to entrepreneurs wishing to start or expand businesses in accordance with the principles of Enterprise Facilitation
- Develop and maintain relationships with individuals and organizations providing assistance to entrepreneurs, civic organizations, local governments, and others in the communities served
- Work cooperatively with a large community resource board to carry out this mission

The successful candidate should:

- Have a passion for helping and listening to others
- Have excellent people, communication, and networking skills
- Possess empathy and be nonjudgmental
- Demonstrate small business experience and/or an understanding of the issues facing entrepreneurs
- Have a degree/diploma in business administration or a related field
- Have problem-solving skills
- Be self-motivated, patient, flexible, and creative
- Have a positive and caring attitude toward the success of others
- Be able to work independently
- Have a valid driver's license and use of a vehicle
- Be willing to work flexible hours, including evenings and occasional weekends
- Be willing to reside within the five-county area within three months of hire

Additional information on Enterprise Facilitation can be obtained at:

- <http://www.glacialhillsrccd.com/>
- <http://www.sirolli.com/>

Send resume, three references & their contact information, and a cover letter to:

Northeast Kansas Enterprise Facilitation
c/o Glacial Hills RC&D
318 Broadway
Valley Falls, KS 66088

Deadline is May 5, 2010