

# Community and Business Outreach Specialist

**Reporting to:** CEO/Director, Covation Center

**Hours:** Full-time Position; up to 40 hours per week

**Location:** Williamsport, PA. May work from home office part-time. Interviewing businesses will require travel throughout Lycoming County.

**Purpose of the Position:** The Covation Center is pursuing an “outside the box” and innovative approach to meeting the needs of a wide range of businesses in the Lycoming County region. The Covation Center is responsible for approaching businesses in these areas on an individual basis to assess potential areas of support, and connect them with local resources or provide them with individualized strategies and mentoring to help build and grow sustainable and thriving businesses.

This position is critical in implementing an outreach and educational program, focused on introducing businesses to the benefits of hiring from alternative employee populations, coordinating with local and regional partners to plan and execute a series of workshops and training, and maintaining relationships with businesses as they embark on this program.

This position will also require the individual to have conversations with businesses about needs outside of workforce. In every conversation with the companies the interviewer is expected to place the focus on identifying the unique needs of that business. They will then work to connect them with the resources available across the state that can best assist them in addressing their needs.

We seek candidates that desire to make a direct and positive impact on these businesses, who have the heart of a teacher, and a personal mission to help grow Williamsport and Lycoming county into a thriving economic and social entity.

## Key responsibilities & duties

- Continue to develop a re-entry ready program focused on business owners and managers
- Conduct face-to-face interviews using interview and assessment tools provided by the Covation Center
- Document the interview and any recommended courses of action for the business
- Develop a strategy to help guide and coach business owners in growing their operations, providing mentorship across a range of topics, including financial management.

**Academic or trade qualifications:** The candidates should have a strong background in community outreach, either through for-profit or non-profit work. The candidate should have the heart of a teacher, with a desire to build Lycoming County into a thriving economic region that benefits all residents. The candidate must have a record of demonstrated leadership.

**Education:** A bachelor's is required. A Master's degree in Business, Social Sciences, or related graduate degree is preferred.

To apply, please email resume to [info@covationcenter.org](mailto:info@covationcenter.org). Compensation commensurate with experience.