

## JOB DESCRIPTION

**JOB TITLE:** Business Training and eCommerce Lead, AMBIT Program  
**STATUS:** Full-time, Grant Funded, Limited Term  
**WAGES:** DOE  
**BENEFITS:** Personal Leave; 401(k) w/Company Match; Company Paid Medical/Dental/Vision; Company Paid Education/Training (based on 100% FTE, eligibility and current policies)  
**EXEMPT STATUS:** Non-Exempt  
**REPORTS TO:** Operations Manager/AMBIT General Manager

### JOB RESPONSIBILITIES:

The Business Training and eCommerce Lead is responsible to implement the Alaska Manufacturing Business Industry & Technology (AMBIT) program's rural outreach training project and curriculum development.

### JOB SPECIFICATIONS:

The Lead performs a wide range of duties including some or all of the following:

- Define the scope of the project in collaboration with senior management.
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project.
- Determine the resources (time, money, equipment, etc) required to complete the project.
- Develop a schedule for project completion that effectively allocates the resources to the activities.
- Review the project schedule with senior management and all other staff that will be affected by the project activities; revise the schedule as required.
- Determine the objectives and measures upon which the project will be evaluated.
- Execute the project according to the project plan.
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
- Write reports on the project for management and for funders.
- Monitor and present for approval to management all budgeted project expenditures.
- Monitor cash flow projections and report actual cash flow and variance to senior management on a regular basis (monthly/bimonthly).
- Manage all project funds according to established accounting policies and procedures.
- Ensure that all financial records for the project are up to date.
- Prepare financial reports and supporting documentation for funders as outlined in funding agreements.
- Ensure that the project deliverables are on time, within budget and at the required level of quality.
- Evaluate the outcomes of the project as established during the planning phase.

**REQUIREMENTS:**

Knowledge of effective rural business development practices and marketing outreach. Experience in implementation of state-wide projects for communities in conjunction with local and regional entities to create sustainability. Familiarity with distance education/training processes utilized across Alaska in both rural and urban settings. Additionally, the Lead should demonstrate competence in some or all of the following:

1. In-depth knowledge of rural Alaskan communities, Alaska Native cultures, businesses, education institutions, local governments and regional non-profit service providers.
2. Experience in delivering curriculum and/or business development and support services to minority owned business, small businesses, and rural-based businesses.
3. Curriculum Development and Implementation experience.
4. Moodle, Blackboard, other online course development and teaching experience.
5. Proficiency in the use of computers for:
  - a. Word Processing
  - b. PowerPoint Presentations
  - c. Database Management
  - d. Spreadsheets
  - e. E-mail
  - f. Internet
6. Minimally, a Bachelors Degree, preferably in Business Administration and/or Education specifically adult learners, comparable work experience may substitute on a year for year basis.
7. Approximately, 1-2 years of teaching, business development and project coordination experience.
8. Excellent verbal and written communication, interpersonal and organizational acumen skills.
9. Ability to develop and maintain strong, confidential and ethical business relationships at all levels of the organization.
10. Travel to rural Alaska communities/overnight; and occasional nights and weekend conference booth attendance required.

Position is open until filled.

Apply by providing:

- 1) A letter of interest;
- 2) Resume and three professional references;
- 3) Three short samples of professional business writing; and
- 4) A completed AMEP employment application

to the address below: