



U.S. BLACK CHAMBERS, INC.  
Community Economic Development Corporation

## **Job Description – Program Manager**

USBC CEDC is looking for a highly motivated, professional, outgoing, and energetic Program Manager to join the team at their Greenwood Tulsa, OK Women Business Center. This position is responsible for the management and administration of all aspects of the program including planning, organizing, and leading program activities to drive business development for the organization. The candidate will report to the Director of Programs and will working closely with the Outreach Specialist and the Greenwood Chamber of Commerce. The ability to work in a fast-paced environment with strong attention to detail is essential.

### **Responsibilities**

- Assist in planning the delivery of the overall program and its activities in conjunction with Director of Programs and in accordance with the mission and the goals of the organization.
- Attends meeting with key partners and chamber leaders and works directly with contractors to put the national program in place.
- Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization.
- Builds relationships, establishes and maintains positive working relationships with others, both internally and externally.
- Achieve the goals of the organization and provide ideas for funding and additional fee income for the program to ensure the continuous delivery of services.
- Ensure that program activities operate within the policies and procedures of the organization.
- Anticipates, understands, and responds to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Write reports on the program for management.
- Monitor the program activities on a regular basis and work with third-party evaluator on annual evaluation according to the program evaluation framework.
- Positively influences others to achieve results that are in the best interest of the organization.

### **Skills and Experience**

- Three to five years' experience coordinating business programs.
- Bachelor's degree in program management or related field preferred.
- Prior supervisory experience is required.
- Experience in a non-profit organization preferred.
- Basic understanding of accounting practices and procedures.
- Proficient with Microsoft Office Suite and databases.
- Must be able to demonstrate strong negotiation skills.
- Excellent verbal and written communication skills.

### **Company Overview**

USBC Community Economic Development Corporation (USBC CEDC) supports the financial education and training needs of the US Black Chambers, Inc. (USBC), a national network of Black Chambers of Commerce committed to providing visionary leadership and advocacy in the realization of economic empowerment. Through the creation of resources and initiatives, we support African American Chambers of Commerce and business organizations in their work of developing and growing Black enterprises across the U.S.

*For immediate consideration, please submit your resume and cover letter to [careers@usblackchambers.org](mailto:careers@usblackchambers.org).  
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