

# BUSINESS ENTERPRISE PROGRAM TRAINER

- 522671
- PHOENIX
- REMOTE OPTIONS
- DEPT OF ECONOMIC SECURITY
- Full-time

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## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona.*

*DES works with families, community organizations, advocates and state and federal partners to realize our collective vision: A thriving Arizona.*

*DES serves more than 3 million Arizonans. Our Mission is to strengthen individuals, families, and communities for a better quality of life.*

## BUSINESS ENTERPRISE PROGRAM TRAINER

### Job Location:

Division of Employment and Rehabilitation Service (DERS)

Rehabilitation Services Administration (RSA)

3425 East Van Buren Street, Phoenix, Arizona 85008

[www.azdes.gov](http://www.azdes.gov)

### Posting Details:

Salary: \$23.1517/hourly (\$48,155.54 Annually)

Grade: 19

Closing Date: Open until sufficient resumes are received

### Job Summary:

Would you like to be part of an amazing team that makes Arizona stronger by helping Arizonans reach their full potential through temporary assistance for those in need, and care for the vulnerable? The Arizona Department of Economic Security (DES) is looking for individuals that are committed to service, community, and teamwork. To learn more about DES please visit [des.az.gov](https://des.az.gov); or click on the link [here](#) to view 'Our DES' video.

The Department of Economic Security, Division of Employment and Rehabilitation Services (DERS) strengthens Arizona communities by bridging and minimizing gaps to employment and independence.

We are seeking an experienced and highly motivated individual to join our team as a Business Enterprise Program Supervisor (BEP) with the Rehabilitation Services Administration (RSA). This position exercises considerable discretion and independent judgment to ensure that operators/facilities throughout the state are managed in accordance with Arizona health code and food safety standards.

This position may offer the ability to work remotely, within Arizona, based upon the department's business needs and continual meeting of expected performance measures.

The State of Arizona strives for a work culture that affords employees flexibility, autonomy, and trust. Across our many agencies, boards, commissions, many State employees participate in the State's Remote Work Program and are able to work remotely in their homes, in offices, and in hoteling spaces. All work, including remote work, should be performed within Arizona, unless an exception is properly authorized in advance.

## Job Duties:

Essential Duties and Responsibilities include but are not limited to:

- Collaborative development of Business Enterprise Program (BEP) curriculum and training material to facilitate and learning of VR client trainees.
- Providing in depth food services, vending, and small business ownership training to client trainees selected for BEP training program.
- Managing marketing efforts and business development to expand BEP sites and opportunities.

## Knowledge, Skills & Abilities (KSAs):

- Knowledge of Federal and State laws, and local laws pertaining to the Randolph-Sheppard Act
- Knowledge of purchasing regulations, and contract agreements
- Skills in written and oral communication to convey a wide variety of information.
- Skills in business development, marketing, food service, and vending management.
- Ability to adapt, initiate actions and innovate, manage conflict, and consult with others.
- Ability to learn and develop expertise in areas that may not reside in the consultant experience.

## Selective Preference(s):

The ideal candidate for this position will have:

- Bachelor's Degree.
- Prior food service and vending management experience.
- Randolph Sheppard-related experience.

#### Pre-Employment Requirements:

- Candidate shall have or meet the requirements to obtain prior to their first day of employment, a valid Level One Arizona fingerprint clearance card issued pursuant to Arizona Revised Statute 41-1758.07 in order to work with children and vulnerable adults.
- Successfully pass background and reference checks; employment is contingent upon completion of the above-mentioned process and the agency's ability to reasonably accommodate any restrictions.
- All newly hired State employees are subject to and must successfully complete the Electronic Employment Eligibility Verification Program (E-Verify).

#### Benefits:

The Arizona Department of Economic Security offers a comprehensive benefits package to include:

- Affordable medical, dental, life, and short-term disability insurance plans
- Participation in the Arizona State Retirement System (ASRS) and long-term disability plans
- 10 paid holidays per year
- Vacation time accrued at 4.00 hours bi-weekly for the first 3 years
- Paid Parental Leave-Up to 12 weeks per year paid leave for newborn or newly-placed foster/adopted child (pilot program).
- Sick time accrued at 3.70 hours bi-weekly
- Deferred compensation plan
- Wellness plans
- Tuition Reimbursement
- Stipend Opportunities

- Infant at Work Program
- Rideshare and Public Transit Subsidy
- Career Advancement & Employee Development Opportunities
- Flexible schedules to create a work/life balance

By providing the option of a full-time or part-time remote work schedule, employees enjoy improved work/life balance, report higher job satisfaction, and are more productive. Remote work is a management option and not an employee entitlement or right. An agency may terminate a remote work agreement at its discretion.

Learn more about the Paid Parental Leave pilot program [here](#). For a complete list of benefits provided by The State of Arizona, please visit our [benefits page](#)

#### Retirement:

State employees are required to participate in the Arizona State Retirement System (ASRS), the State sponsored retirement contribution plan and the Long-Term Disability (LTD) program after a 27-week waiting period. The ASRS defined benefit plan provides for life-long income upon retirement. You will also have the option to participate in a voluntary deferred compensation program to take advantage of tax-deferred retirement investments.

On, or shortly after, your first day of work you will be provided with additional information about the available insurance plans, enrollment instructions, submission deadlines and effective dates.

#### Contact Us:

For questions about this career opportunity, please contact Theresa Sumner at (480) 679.2319 or email [TSumner@azdes.gov](mailto:TSumner@azdes.gov).

The State of Arizona is an Equal Opportunity/Reasonable Accommodation Employer. Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting (480) 679.2319 or emailing [TSumner@azdes.gov](mailto:TSumner@azdes.gov). Requests should be made as early as possible to allow time to arrange the accommodation.