Oregon Commission for the Blind

Business Enterprise Program Specialist

For over 50 years, the Oregon Commission for the Blind has been an important resource for visually impaired Oregonians, as well as their families, friends, and employers. Our mission is to assist blind Oregonians in making informed choices and decisions to achieve full inclusion and integration in society through employment, independent living, and social self- sufficiency.  Our nationally recognized programs and expert staff work with the visually impaired to instill confidence and build skills in all aspects of day-to-day life: from grocery shopping to reading to surfing the Web.  We are headquartered in Portland, but have field offices and resources available in Salem, Eugene, Lincoln City, Bend, Redmond, Medford, and Roseburg.  
  
Business Enterprise Program     
  
The Business Enterprise Program (BEP) offers legally blind Oregonians opportunities to manage food service and vending facilities in government buildings as well as in the private sector throughout Oregon. BEP's purpose is to create employment for blind persons who are referred to the program by the rehabilitation staff of the agency.  There are currently 25 facilities ranging from small dry-stands to large cafeterias.

The Business Enterprise Program Specialist serves as the primary coordinator for the BEP program, providing facilitation, communication, training, support and new site development where needed.  The Specialist advises and assists blind clients in managing food service facilities, with employer/employee relations, inventory control, sales tactics and pricing structures; trains, as needed, on menu planning, food preparation, equipment care and business development; ensures that businesses are operated according to State and Federal regulations; helps negotiate with building managers and cafeteria site owners; procures equipment, materials and supplies; and assists with installing, replacing or repairing equipment and vending machines.

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| **MINIMUM QUALIFICATIONS** A Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, or a degree related to the agency program that demonstrates the capacity for the knowledge and skills;   **OR** Any combination of experience or education equivalent to three years technical-level experience that typically supports the knowledge and skill requirements for business or public administration.   **DESIRED ATTRIBUTES** Knowledge of the Randolph-Sheppard Act and Regulations and the Oregon Revised Statutes regarding the BEP.  Knowledge of small business operation with an emphasis on vending and food service and management.  Also, prefer knowledge of blindness and be able to select, train and assist legally blind individuals in successful management of their units. |
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| ***To apply, follow the “Apply” link below to the Oregon Jobs Page and complete the Oregon employment application online. All application materials must be received by the closing date and time posted on the announcement.  A resume (text or attachment) will not replace the work experience section of the application.***  **This announcement has supplemental information required for submission.**  ***The Oregon Commission for the Blind is an Equal Opportunity, Affirmative Action employer, committed to a diverse workforce with equal opportunity programs.***  ***APPLY at the OREGON JOBS PAGE at***  [https://secure.neogov.com/employers//job\_posting/detailed\_job\_classification.cfm?jobID=325787](https://secure.neogov.com/employers/job_posting/detailed_job_classification.cfm?jobID=325787) or  http://agency.governmentjobs.com/oregon |