

LOGAN ACDBE PROGRAM FACILITATOR/COMPLIANCE MANAGER

Job Description

The ACDBE Program Facilitator/Compliance Manager is responsible for managing and reporting on overall Concessions Program compliance with ACDBE and street pricing policies at Logan Airport.

General Responsibilities

- Manage ACDBE compliance for concessions program at Logan Airport.
- Coordinate with current and prospective ACDBE concessions operators.
- Oversee contract compliance paperwork for Logan Airport.
- Manage Street Pricing Program for Logan Airport.
- Other functions as assigned by the General Manager and Terminal Managers.

Specific Responsibilities

- Work directly with General Manager and Terminal Managers on ACDBE compliance matters.
- Work with Leasing staff on ACDBE compliance assistance.
- Work with Leasing and Marketing staff on ACDBE and local tenant outreach.
- Assist tenants with securing and maintaining ACDBE certification, joint venture approvals and other lease required compliance paperwork.
- Liaison with the Authority's Office of Equal Opportunity Programs.
- Prepare ACDBE status reports and plans as required.
- Prepare and submit all required Street Pricing Program reports for Logan Airport.

Areas of Expertise

- Strong organizational and time management skills. Attention to detail and the ability to manage multiple priorities and meet deadlines.
- Strong communication skills, both written and spoken.
- Knowledge of Microsoft Office computer software.
- Intimate knowledge of all compliance related rules and regulations.

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Required Education and Experience

- Relevant degree or diploma from an accredited post-secondary educational institution
- Three years of experience in a related field.
- Prior experience and/or familiarity with the FAA's Airport Concessions Disadvantaged Business Enterprise program.
- Experience in retail operations or food and beverage industry preferred.