EL CENTRO de la RAZA
JOB SUMMARY

GENERAL INFORMATION

Position Title: BUSINESS OPPORTUNITY CENTER SPECIALIST
Pay Grade: $ 24.04/hour
Pay Status: Executive________ Management________ Staff____ X________
Contract____ Exempt________ Non-Exempt____ X____
Reports To: Business Opportunity Center Supervisor
Date Summary Established: 1/21
Last Revision Date: 1/21
Written By: Director, Business Opportunity Center
Approved By: Executive Director

VALUES STATEMENT

El Centro de la Raza is a voice and a hub for Seattle and Martin Luther King, Jr. County’s Latino community as we advocate on behalf of our people and work to achieve social justice. Through our comprehensive programs and services, we empower members of the Latino community as fully participating members of society. We also work to raise awareness with the public, and government, business and civic leaders about the needs of the Chicano/Latino community in the United States.

POSITION SUMMARY

The Business Opportunity Center Specialist will work under the supervision of the BOC Supervisor to reach entrepreneurs and businesses across the business life cycle by providing comprehensive, multi-level business development assistance through bilingual one-on-one counseling, group classes and networking opportunities. The Business Opportunity Center Specialist will support delivery the services of the Business Opportunity Center Department where appropriate.

ESSENTIAL FUNCTIONS

- Develop and conduct extensive outreach campaign to attract entrepreneurs specifically in the Snohomish and Pierce counties for enrollment into the small business program.

- Recruit, enroll and assist small business owners and participants specifically from the Snohomish and Pierce counties, with information on requirements and through all the application process for grants and/or loans that opened up, specifically for small business owners that were severely impacted by COVID-19.
- Oversee files and other documentation of BOC participants as it relates to project outcomes. Communication and follow-up with BOC participants to track success related to project outcomes.
- Salesforce data entry for the project and manages and monitors data on a variety of internet-based software programs and databases.
- Supports BOC Supervisor to empower individual entrepreneurs to define their business, create marketing and sales plans, understand legal issues, taxes, licensing, and insurance through a partnership with training providers.
- Works with BOC Supervisor, Financial Empowerment Supervisor, and Business Opportunity Center Director to develop and carry out plan to successfully meet outcomes including creation and retention of jobs, creation and expansion of businesses.
- Tracking of participants who complete business training courses, documenting increased sales and revenue growth, support for businesses to access capital, businesses to increase credit scores, decrease debt, increase savings and establish credit.
- Works in conjunction with the BOC Supervisor providing trainings and technical assistance to small business owners by offering information, mentoring and advice to help resolve issues affecting their business.
- Work in collaboration with the Business Opportunity Center Supervisor manage all aspects of food cart vendor program/El Centro Food Court, including outreach for new table vendors, application process, establishing and overseeing food cart maintenance contracts, billing and rent receipts of food cart and table vendors and commissary kitchen, tracking performance and profit and loss statements.
- Assists in providing culturally and linguistically relevant training and counseling to aspiring entrepreneurs and businesses.
- Assists in the training and overseeing the work of interns and volunteers for the Business Opportunity Center.
- Other duties and responsibilities as assigned.

**MEASURABLE STANDARDS**

- Must be able to work with participants from a variety of ethnic and cultural backgrounds and at all levels in the organization.
- Must be able to work independently and as part of a team.
- Must perform in a professional manner at all times.
- Ability to motivate, negotiate and persuade diverse groups and individuals.
- Must be able to maintain confidences and handle highly confidential materials.
- Ability to work well under pressure and be able to meet deadlines while maintaining a high degree of accuracy.
- Must be detail-oriented and have well defined organizational skills.
• Proven ability to creatively, flexibly, and independently handle high-pressure, multiple, and complex projects.

JOB QUALIFICATIONS
Essential minimum skills, education, and experience:

• B.A. Degree in a related field.
• Bilingual Spanish/English both written and oral fluency preferred.
• At least five years social service experience or equivalent experience working in business development and/or marketing.
• Valid driver’s license and evidence of insurability.
• Familiarity with Latino community and/or diverse communities.
• Superior verbal, written, analytical, and interpersonal communications skills.
• Advanced competency in Microsoft office programs.

Additional preferred qualifications:

• B.A. Degree in Accounting/Finance
• Marketing experience
• Current Housing Counseling Certification, or willingness to obtain

WORKING CONDITIONS/ENVIRONMENT
Works in a general office environment a minimum of 40 hours per week. May require a flexible schedule. Requires local travel for presentations, meetings and workshop locations.

NOTES AND SPECIAL REQUIREMENTS
This position requires a background check and a driving record check. The above duties or working procedures describe the chief function of the job and are not considered a detailed description of every duty of the job. The position requires a 6-month probationary/evaluation period.

BENEFITS
This position is eligible for El Centro de la Raza’s full benefit package including medical/dental/life insurance coverage, 401(k) plan, paid vacation and sick leave, and eight paid holidays. In addition to these paid holidays, El Centro gives additional paid time off (up to 5 days) during the last week of December for qualified employees. El Centro employees also benefit from ongoing professional development opportunities.

APPLICATION PROCESS

BUSINESS OPPORTUNITY CENTER SPECIALIST
Please send resume to Liliana Paredes at lparedes@elcentrodelaraza.org, or stop by El Centro de la Raza at 2524 16th Ave S, Seattle, WA 98144, to drop off a resume and pick up an application. If you have questions, please call 206.957.4636.