



A voice and a hub for the Latino community  
as we advocate on behalf of our people  
and work to achieve social justice.

## Job Description

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**Position Title:** Business Opportunity Center Specialist - Federal Way

**FLSA Status:** FULL TIME, non-exempt

**Department:** Housing & Economic Development

**Reports to:** Business Opportunity Center Manager

**Pay Range:** \$28.85

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### MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community\* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

### JOB SUMMARY:

The Business Opportunity Center Specialist Federal Way will work under the supervision of the BOC Manager 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 where appropriate. This position is full time.

This job description is not designed to contain a comprehensive listing of all regular activities, duties or responsibilities that may be required. Duties, responsibilities and activities may change at any time with or without notice. Requires a 6-month evaluation period

### ESSENTIAL QUALIFICATIONS:

- B.A. Degree in a related field.
- Minimum of 2 to 3 years of related experience.
- Excellent oral and written communication skills and problem-solving abilities.
- Must be knowledgeable of the technology-based elements of the business including event booking software, excellent organizational and computer skills.
- Must be a self-motivated, self-starter.
- Bilingual Spanish/English both written and oral fluency preferred.

### ESSENTIAL FUNCTIONS:

- 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.

- Assist small business owners and participants specifically from the South King and Pierce counties, with information on requirements and through all the application process for grants and/or loans that opened.
- Develop and conduct extensive outreach campaigns to attract entrepreneurs specifically in the South King and Pierce counties.
- Work in collaboration with the Business Opportunity Center Manager on all aspects of food cart vendor program/El Centro Food Court, including outreach for new table vendors, application process, establishing and overseeing food carts, maintenance contracts, billing and rent receipts of food carts and table vendors and commissary kitchen, tracking profitability and performance from small businesses and food carts vendors.
- Supports BOC Manager 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 team and Director of Housing and Economic Development to develop and carry out plans to successfully meet outcomes including creation and retention of jobs, creation and expansion of businesses. Recruitment 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.
- Assists BOC Manager providing training and technical assistance to small business owners by offering information, mentoring and advice to help resolve issues affecting their business.
- Assists in providing culturally and linguistically relevant training and counseling to aspiring entrepreneurs and businesses.
- Trains and supervises interns and volunteers for the Business Opportunity Center.
- Other duties and responsibilities as assigned

#### **Additional Preferences and Responsibilities:**

- Must be able to work from El Centro de la Raza's Federal Way office.
- 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 always perform in a professional manner.
- Ability to motivate, negotiate and persuade diverse groups and individuals.
- Must be able to maintain confidence 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.

#### **SKILLS/TECHNICAL KNOWLEDGE:**

- Valid driver's license and evidence of insurability.
- Advanced competency in Microsoft office programs.



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**WORKING CONDITIONS:**

- Works a minimum of 40 hours per week. May require a flexible schedule.
- Remote work eligible: May require a flexible schedule and a Hybrid schedule is allowed work from their alternate work site, e.g., 2 days in office, 3 days work from home 8:00a.m. – 5:00p.m.
  - Include: El Centro reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.

**PHYSICAL REQUIREMENTS:**

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop, or laptop computer
- Ability to lift up to 30 lbs.
- List additional physical requirements here

**Equal Employment Opportunity and Accommodation Statement:**

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

**El Centro de la Raza offers the following benefits to full-time:**

- Medical and dental insurance with competitive employee and family rates.
- Basic life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays + 5 days paid time off during the last week of December.
- Employment Assistant Program (EAP) for all employees, which provides help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more

**Covid-19 Vaccination Requirement:**

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer.

El Centro de la Raza will consider requests for reasonable accommodation based upon disability or religious belief. Please contact [HR@elcentrodelaraza.org](mailto:HR@elcentrodelaraza.org) for the appropriate application forms.

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Employee Signature

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Date

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Supervisor Signature

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Date

cc HR, personnel file

REV: 12/2022