



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

Position Title: Business Opportunity Center Specialist

FLSA Status: Full Time, non-exempt

Department: Business Opportunity Center

Reports to: Business Opportunity Center Manager

Pay Range: \$31.80

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 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 Department where appropriate.

ESSENTIAL QUALIFICATIONS:

Essential skills, education, and experience:

- B.A. Degree in a related field.
- Bilingual Spanish/English both written and oral fluency preferred.
- At least three 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

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.



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- Assist small business owners and participants specific, with information on requirements and through all the application process for grants and/or loans that opened, specifically for small business owners.
- Develop and conduct extensive outreach campaigns to attract entrepreneurs.
- Work in collaboration with the Business Opportunity Center Manager, 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.
- 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 Manager 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.

SKILLS/TECHNICAL KNOWLEDGE:

- Financial experience
- Social Work experience
- Valid driver's license required.
- Computer proficiency, including Microsoft Office Suite
- Knowledge in Salesforce

WORKING CONDITIONS:

Works in a general office environment and a classroom environment at El Centro de la Raza. Works a minimum of 40 hours per week. May require a flexible schedule. May work different hours on different days.

Remote work eligible: Yes, hybrid schedule (4 days in-office; 1 day remotely after 6 months of employment). El Centro de la Raza 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.



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The Business Opportunity Center Specialist is expected to work from Beacon Hill and Federal Way offices five days per week, and attend meetings, events, conduct outreach, and other activities as needed in person at different locations throughout the Greater Seattle Area, South King County, Snohomish, and Pierce counties.

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 25 to 50 lbs.

EQUAL EMPLOYMENT OPPORTUNITY AND ACCOMODATION 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 to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests if the accommodation needed is reasonable and no undue hardship would result.

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 for the appropriate application forms.

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

- 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.



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- 9 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more. To apply for this job please send your resume, cover letter and our employment application to: Victor Cerdeneta, BOC Manager, vcerrato@elcentrodelaraza.org Please go to the El Centro de la Raza website to download a copy of our Employment Application.

Employee Signature

Date

Supervisor Signature
cc HR, personnel file

Date

REV: 2/2024