



## **Finance Specialist – Contract Position**

### **Small Business Administration (SBA) Community Navigator Grant Pilot Program (CNPP)**

#### **Position Summary**

The United States Hispanic Chamber of Commerce (USHCC) is looking to contract a Finance Specialist to support the SBA CNPP. The primary focus of this pilot program is to offer technical assistance in support to Hispanic and minority-owned small businesses. USHCC is designated as a “HUB” for this program, partnering with five “Spokes” – El Paso Hispanic Chamber of Commerce, Illinois Hispanic Chamber of Commerce, Colorado Hispanic Chamber of Commerce, LBAN, and Hello Alice – throughout the nation to carry out this initiative. USHCC CNPP links small, Hispanic- and minority-owned companies with the counseling, readiness, training, and access to capital, business, jobs, and funding opportunities. This position will guide Hispanic and minority-owned small businesses through different grant and loan options provided by USHCC partners or the SBA.

The Finance Specialist’s primary function is to support entrepreneurs and business owners in the USHCC CNPP. The Finance Specialist will receive referrals from Business Counselors and works on applications for grant and loan options provided by the USHCC program partners or the SBA for Hispanic and minority-owned small businesses. Throughout the grant or loan application process, the Finance Specialist will maintain close contact with Hispanic and minority-owned small businesses to provide information on processes, review progress, answer questions as they arise, and partner on loan or grant request document and process preparation. More importantly, the Finance Specialist contributes to the program’s goals by keeping track of the outcome of loan/grant applications and reporting back to the Counseling Team with loan/grant success and declination rates for program analytics.

#### **Responsibilities**

- Support Business Counselors, aligning entrepreneurial needs with the Hub or Spoke’s small and minority business services, liaising throughout service and follow-up phases of the program.

- Partner with Hispanic and minority-owned small businesses on applications for grants and loans provided by the USHCC program partners or the SBA.
- Guide Hispanic and minority-owned small businesses through the application process by providing information on processes, review progress, answering questions as they arise, and partnering to compile necessary documents and documenting steps to apply for the grant or loan.
- Track counseling hours and update statuses on counseling program tool.
- Seek to Business Counselor and other leadership roles for support with Hispanic and minority-owned businesses questions, finding swift and practical solutions to help interested parties to register into Counseling and any other CNPP program.
- Leverage CNPP Program ally Hello Alice's grants to guide program Hispanic and minority-owned businesses to those that are aligned with them.
- Meet regularly with Hispanic and minority-owned businesses to answer questions, review progress, and update strategies.
- Others as needed.

## Qualifications

- Bachelor's degree and/or 5+ years of experience in banking, credit management, small business loans, general accounting and finance, business planning, business operations or project management.
- Knowledge about and/or experience with government or private sector loans, grants, and programs.
- Strong organizational, consulting, and leadership skills.
- Ability to teach and work with business owners and entrepreneurs in micro/startup through small and medium business stages.
- Excellent verbal and writing skills.
- Problem solving skills; ability to find creative solutions for Hispanic and minority-owned small businesses or organizational problems.
- Strong sense of accountability; culture of service and teamwork.
- Preferably bilingual (English and Spanish).

USHCC is committed to providing equal employment opportunities (EEO) to all employees and qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, political affiliation, genetics, disability, age, veteran status, or any other basis protected by law.

## **About USHCC**

The United States Hispanic Chamber of Commerce (USHCC) has been a national leader creating prosperity for the Hispanic business community since its creation 40 years ago in 1979. Through the power of our network of more than 260 Hispanic Chambers of Commerce and Hispanic owned small business enterprises throughout all 50 states, the District of Columbia, and Puerto Rico, the USHCC is the leading organization to empower and invest in America's Hispanic business community.

The USHCC actively promotes the economic growth, development and interests of more than 5 million Hispanic-owned businesses that, combined, contribute over \$800 billion to the American economy every year.

It also partners with 260 major American corporations on strategic initiatives with shared objectives. The USHCC's mission is to foster Hispanic economic development and to create sustainable prosperity for the benefit of American society. For more information, please visit [www.ushcc.com](http://www.ushcc.com)