



Project Coordinator – Full Time Position

SBA Community Navigator Grant Pilot Program – USHCC (“HUB”)

Washington, D.C. Office

Position Summary

The primary focus of this pilot program is to offer technical assistance and support to small minority-owned businesses and the underserved community to help strengthen engagement and opportunity. The USHCC is designated as a “HUB” for this program, partnering with five “Spokes” throughout the nation to carry out this initiative. This position will lead the USHCC’s efforts in collaborating with representatives from each “Spoke” partner to work with businesses in targeted communities. The Project Coordinator will support the overall operation of the project by assisting the Vice-President of Programs & Communications, the Senior Director of HBE Development & Procurement, the Finance team internally, and the Project Management vendor contracted to help with this specific project. This role will ensure all goals outlined in the program for each region are met and that the program is compliant with all grant reporting and requirements. In addition, the Project Coordinator will be responsible for the strategic development and planning for the overall program objectives in collaboration with the “Spoke” partners. This role is responsible for coordinating meetings, helping develop training curricula, and overseeing all program activities and events corresponding to the strategic growth and development of economically disadvantaged and Latino-owned businesses.

Responsibilities

- Serve as the leading staff overseeing all “HUB” responsibilities of the SBA Community Navigator Grant Pilot Program at the USHCC in coordination with the Vice-President of Programming and Communications.
- Serve as a spokesperson and resource on interactions with the SBA, the “Spoke” partners, elected officials, and media regarding the program.
- Help execute and provide technical assistance and training to assist “Spoke” partners.

- Monitor “Spoke” partners to ensure all activities and funding requirements are met in compliance with the stated goals.
- Actively participate in program-related events and meetings as requested.
- Manage all records and rosters of small business participants from each region to ensure accurate tracking of applicants and reporting.
- Possess exceptional time management skills: ability to juggle and manage several deadlines and turn around quick deliverables is expected.

Qualifications

- Bachelor’s degree in Business, Public Relations, or a related field is required.
- Previous experience in program development and business development.
- Experience in the non-profit sector is preferred but not required.
- Considerable knowledge of leadership skills for the management and supervision of the USHCC Program’s internal activities.
- Strong written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, USHCC’s Board of Directors, and staff.
- Innovative thinker with a track record for translating strategic thinking into action plans and output.
- Proven knowledge of the community and the ability to build consensus and support.
- Energetic, flexible, collaborative, results-oriented, and proactive; a team player who can positively and productively impact strategic and tactical finance and administrative initiatives.
- Solid proposal drafting, analysis, and presentation skills.
- Fluency in the Spanish language and knowledge of Hispanic business culture is highly desirable.

Benefits

- Medical, Dental, and Vision insurance
- Paid federal holidays
- Paid time off (PTO)
- 401K
- Cell phone allowance

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 250 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 4.7 million Hispanic-owned businesses that, combined, contribute over \$700 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.usbcc.com