



## **Business 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 Business Specialist to support the SBA CNPP. The primary focus of this pilot program is to offer technical assistance in support to small minority-owned businesses. USHCC is designated as a “HUB” for this program, partnering with five “Spokes”. 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 support USHCC CNPP Hispanic and minority-owned small businesses in promoting their businesses by providing counseling, guidance on SBA resources, and to work with our network and customers, providing technical assistance, establishing, and maintaining business and financial records, and strategies for basic compliance with accounting, finance, funding, business development, marketing, and HR practices.

The Business Specialist will provide technical assistance as part of the organization’s team to support small and minority business owners and entrepreneurs recruited through marketing campaigns and other motions. Leveraging Customer Registration Forms, Business Counselors analyze company profiles to determine where customers are in the business development spectrum - from startups to SMBs - guiding them through the USHCC Navigates program services. Program services are meant to educate, train, and prepare small and minority businesses for procurement, supply chain, job, growth, and loan/grant opportunities to help them thrive in the mid-pandemic economy.

#### **Responsibilities**

- Support small and minority businesses with information and execution around starting up, training, procurement, access to capital, business education and readiness, marketing, hiring a team and visibility to loans and grants from the public and private sectors.
- Connect customers with contracting officers in procurement organizations (public/private).

- Provide guidance for national, statewide, and local minority and small business certifications.
- Guide customers on potential business licenses required based on customer industry.
- Support businesses with business planning and financials.
- Keep in touch with customers to review their progress through their loan, grant or certification/license applications or any other service provided through the program.
- 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 small businesses questions, finding swift and practical solutions to help interested parties to register into Counseling and any other Navigates program.
- Meet regularly with Hispanic and minority-owned small businesses to answer questions, review progress, and update strategies.
- Others as needed.

## Qualifications

- B.A. and/or 8+ years of experience in management, government contracting, counseling and coaching, business, business planning, accounting, marketing, business operations or project management.
- Mid-career to senior-level experience developing or supporting small to medium and minority-owned businesses.
- Ability to develop or lead education programs and workshops.
- Knowledge about and/or experience with SBA loans, grants, and programs.
- Knowledge of public and private sector procurement and supply chain practices.
- Able to provide technical assistance small to medium business customers within deadlines and contribute data to program analytics on a monthly, quarterly, and annual cadence.
- Able to develop business plans, marketing plans, financial strategies, and successful business loan and grant proposals.
- Leverage program marketing assets to help recruit and inform program participants under purview.
- Keep customer files updated with meetings, motions, and progress in the program CRM.
- Experience as a mentor, business coach or counselor highly desirable.
- 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.
- Bilingual English/Spanish highly desirable.
- 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.

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)