



## **Procurement Specialist – Contract Position**

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

#### **Position Summary**

The United States Hispanic Chamber of Commerce (USHCC) is looking to contract a Procurement 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 identify and guide Hispanic and minority-owned small businesses through procurement and government contracting opportunities relevant to their needs.

The Procurement Specialist’s primary function is to support entrepreneurs and business owners in the USHCC CNPP. The Procurement Specialist will receive referrals from Business Counselors and identify government contracting and private sector procurement opportunities for Hispanic and minority-owned small businesses based on their capabilities. The Procurement Specialist will provide tools and information that can help them improve their chances when bidding for public and private sector opportunities. Some of the tools and differentiators that the Procurement Specialist will discuss are:

- Minority Certifications
- 8A Certifications
- Local Certifications (based on customer locations)
- Private sector bids and projects shared by the USHCC, its corporate partners or program allies, or specifically presented by the Hispanic and minority-owned small businesses.
- Government contracting toolkit: review Hispanic and minority-owned small businesses Capability Statement, PPT, introduction letter, bid document or RFQ, or refer them to approved program vendors to source these assets.

Throughout the loan, grant, or procurement process, the Procurement Specialist will maintain close contact with small businesses to provide information on processes, review progress, and answer questions as they arise.

## **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 bids or RFI, RFQs and RFPs for public and/or private sector opportunities shared by the USHCC, its corporate partners and/or CNPP program allies.
- Provide guidance through the RFX, proposal or bid application process by providing information on bid requirements, applicant responses, partnering to compile necessary documents and documenting steps toward RFX submission.
- Guide through process of securing small and/or minority-owned business certifications.
- 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 CNPP program.
- Track counseling hours and update statuses on counseling program tool.
- 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 government contracting, proposal writing or responding to bids in the private and public sectors, small business management, general business, accounting, business operations or project management.
- Knowledge about and/or experience with SBA 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)