

**Position: Program Coordinator, Small Business Development Center**

**Job Location: Sacramento, CA**

**Position Type: Full Time**

Since 1982, California Capital Financial Development Corporation (California Capital), a nonprofit 501(c)(3) corporation, has supported our community through capacity building and access to capital programs for small businesses, new businesses, and entrepreneurs. Certified by the U.S. Department of Treasury as a Community Development Financial Institution (CDFI), since 2002, we are a mission-based organization, focusing on programs and services with a goal of creating asset and wealth development in low/moderate income, diverse and underserved communities. California Capital provides technical assistance through a continuum of services including business training, one-on-one counseling, and a number of access to capital programs. California Capital is host to a Women's Business Center, Procurement Technical Assistance Center, and Sacramento Employment and Training Agency Business Information Center. On January 3, 2022, we will add a new program, The Sacramento Valley Small Business Development Center.

The Program Coordinator for the Small Business Development Center (SBDC) is responsible for providing coordination of SBDC services and programs under direct supervision of the SBDC Program Director. Working with a team, the Program Coordinator will assist with incoming client assessments, development and scheduling of training activities, maintaining data related to SBDC programs, and the timely submission of reports and communications about SBDC activities.

NOTE: This is not permanently a remote-work position. Due to the current COVID-19 Pandemic, some work is being organized remotely on a temporary basis. Employees are required to be able to communicate and work remotely when necessary, but some in-person meetings or office hours may be required.

### **Responsibilities:**

- Work closely with the SBDC Director to assist in the day to day coordination of all SBDC activities in accordance with the highest standards of ethics and integrity.
- Provide support to program and counseling staff to coordinate new client intake. Duties include direct client correspondence, assessing client needs, and handing off clients to the appropriate individuals or programs.
- Maintain accurate program performance data and workshop / event documentation required for reporting to funders and partners.
- Exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty
- Participate in marketing campaigns and strategies for promoting California Capital and small business development in our region.
- Other duties as assigned by appropriate supervisory personnel.

### **Knowledge, Skills and Abilities:**

- Provide proactive client service and demonstrate excellent written and verbal communications skills.
- Able to organize, prioritize and perform multiple tasks to perform job functions in an orderly, efficient manner.
- Able to work collaboratively with a team and work independently with moderate supervision.

- Able to work remotely as needed

**Minimum Qualifications and Requirements:**

- BA/BS degree or equivalent experience is preferred
- Read, comprehend and interpret written materials of moderate to complex difficulty
- Recent college grads are also welcomed to apply.
- Proficiency in the use of business software applications e.g. MS Word, Excel, Outlook, and PowerPoint.
- Experience with database management and reporting and ability to use cloud-based client relationship management and loan processing software.
- Must be willing to attend events and meetings on behalf of California Capital as needed
- Ability to work occasional evenings and weekends, if needed

To be considered for the position, applicants must provide a cover letter, resume and three professional related references with an annotation as to the applicant's relationship with each reference. Must be a U.S. citizen or permanent resident to comply with ITAR; and a valid driver's license. Offers of employment are contingent upon completion of a satisfactory criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

California Capital is an equal opportunity employer that seeks diversity with respect to race, ethnicity, culture, gender age, sexual orientation and physical abilities.

**How to Apply:**

Interested candidates should email a resume with a cover letter to [careers@cacapital.org](mailto:careers@cacapital.org) with "SBDC Program Coordinator" in the subject line.