

**JOB TITLE:** PROGRAM COORDINATOR, SMALL BUSINESS DEVELOPMENT CENTER

**REPORTS TO:** PROGRAM DIRECTOR, SMALL BUSINESS DEVELOPMENT CENTER

## **DESCRIPTION**

Since 1982, California Capital Financial Development Corporation (California Capital) has supported communities through capacity building and access to capital programs for small and microenterprise businesses. Certified by the U.S. Department of Treasury as a Community Development Financial Institution (CDFI), we are a mission-based nonprofit organization that provides programs and services with a goal of creating asset and wealth development in low/moderate income, diverse and historically underinvested communities. California Capital is host to several programs including administration of the California State Loan Guarantee Program, Direct Lending Programs, the Sacramento Valley Small Business Development Center (SBDC), California Capital Procurement Technical Assistance Center (PTAC), and the California Capital Women's Business Center (WBC).

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 clients, consultants, and stakeholder partners, 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.

## **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 front office support to program staff to coordinate new client intake, accurate recordkeeping, and timely reporting, including providing support with the organization's client relationship management and reporting systems.
- 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.
- Set up and facilitate workshops, webinars, and meetings, including room preparation, equipment setup, coordination of speakers and attendees, and hosting.
- Participate in marketing campaigns and strategies for promoting California Capital and small business development in our region.
- Maintain knowledge and awareness of practices and standards of various California Capital and Northern California SBDC programs
- Other duties as assigned by appropriate supervisory personnel.

## **QUALIFICATIONS**

- BA/BS degree or equivalent experience is preferred
- Minimum of 2 Years of Program Coordinator or similar experience.

- Knowledge of small business development / business administration is a plus
- Must be willing to attend events and meetings on behalf of California Capital as needed.
- Ability to work occasional evenings and weekends if needed.
  
- Must have knowledge of:
  - Modern office and communication equipment
  - Word processing, spreadsheet, and database software
  - Interpersonal skills using tact, patience, and courtesy
  
- Must have ability to:
  - Plan, organize, prioritize and perform multiple tasks to perform job functions in an orderly, efficient manner
  - Exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty
  - Read, comprehend and interpret written materials of moderate to complex difficulty
  - Work effectively with moderate supervision in a fast-paced environment
  - Work in a team environment across multiple programs
  - Exercise initiative and independent judgment
  - Give and follow written and oral instructions
  - Maintain cooperative working relationships
  - Demonstrate sensitivity to, and respect for, diverse populations
  - Give presentations to individuals and groups
  - Accurately maintain computerized files and records

### **COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

California Capital Financial Development Corporation is committed to employing quality staff members who are dedicated to community outreach and to recruiting and hiring persons from diverse backgrounds. Diversity fosters cultural awareness, promotes mutual understanding and respect, and promotes a productive and safe working environment.

**WORKING CONDITIONS:** Office environment; physical demands include sitting, standing, reaching, bending, walking, and lifting actual weight of 25 pounds. Participation in meetings will be required.

**EMPLOYMENT TYPE:** This is a full-time position

**COMPENSATION:** \$55,000 - \$65,000 DOE. Excellent benefits package, including health, dental, vision and retirement plan available. Paid vacation, holiday and sick leave.

### **APPLICATION INFORMATION**

Interested candidates must submit the following documents via email for consideration:

- Resume
- A cover letter of interest that succinctly addresses how your experience and professional qualifications prepare you for this position

Applications may be submitted to [careers@cacapital.org](mailto:careers@cacapital.org) with "SBDC Program Coordinator" in the subject line.

California Capital is an equal opportunity employer.