



## Latino Entrepreneurship Program Coordinator

**Status:** Full-time, Salary Exempt

**Reports to:** Director of Entrepreneurship

**Work Location:** Mountain BizWorks serves the mountains region of North Carolina with offices in Asheville and Boone. We also have a hybrid work environment which enables remote work opportunities throughout the WNC region. This position has flexibility to be based out of either of our fixed offices or to use a hybrid approach.

### **About Mountain BizWorks:**

Mountain BizWorks ([www.mountainbizworks.org](http://www.mountainbizworks.org)) is a non-profit passionate about serving Western North Carolina as a certified community development financial institution (CDFI) that provides tailored small business lending and peer learning services. Our mission is to build a vibrant and inclusive entrepreneurial community in Western North Carolina by helping small businesses to start, grow, and thrive. When small businesses succeed, we all prosper.

Mountain BizWorks is seeking to create a diverse work culture that closely matches the diversity of our client base and the communities we support. Our seven core values are modeled by our team and incorporated throughout business operations: collaboration, entrepreneur-centric, equity, inclusivity, local, stewardship, and sustainability.

### **Purpose:**

This position will work closely with the management team and the Latino community to ensure Latino Entrepreneurship Program (LEP) services are integrated into Mountain BizWorks' overall offerings to ensure that Latino business owners and aspiring entrepreneurs know about the support they have to start, grow, and thrive in WNC.

### **Position Responsibilities/Essential Functions:**

- Provide proactive program management and development for the LEP.
  - Plan and coordinate an active program of classes tailored to the needs of Latino business owners, such as our Fundaciones business planning course, Financial Tools, and other offerings to address identified needs.
  - Understand the specific needs and challenges of Latino entrepreneurs to inform the development of LEP programs by engaging with the Latino community.

- Assist with the creation and management of the annual program plan, quarterly reports, project development, and proper file maintenance and data entry.
- Expand access to and engagement with Mountain BizWorks' lending and learning programs to current and aspiring WNC Latino small business owners.
  - Connect Latino program clients with Mountain BizWorks' services as appropriate, and in some cases provide technical assistance.
  - Offer regular orientation/informational sessions on Mountain BizWorks' services and LEP offerings.
  - Work with lenders to support LEP clients through the loan process.
- Support the [Multicultural Catalyst Fund](#) and other initiatives that connect Latino entrepreneurs to funding opportunities.
- Proactively steward and expand Mountain BizWorks' partnership with regional Latino support organizations.
- Aid with the creation of program content and ensure applicable content, marketing materials, forms and other resources are available in Spanish.
- Assist in identifying and onboarding new coaches and facilitators.
- Be an active and supportive member of the Learning Program team.
- Collaborate with team members and across organizational departments.
- Serve as a member of the internal Mountain BizWorks' committee (SEED), focused on increasing entrepreneurship in communities of color.
- Maintain a current understanding of Mountain BizWorks' lending and learning programs.
- Demonstrate a commitment to continual program improvement and professional development.

### **Minimum Required Education, Skills, and Attributes:**

- Commitment to Mountain BizWorks' vision, mission, and values.
- Spanish and English fluency: bilingual, bi-literate, and bi-cultural.
- Experience in and commitment to working in a team-oriented environment.
- A strong interest in small business entrepreneurship, including an understanding of or commitment to learning the stages, needs, and challenges of starting/growing a business.
- Excellent communication and active listening skills.
- Ability to work independently and to effectively manage time.
- Ability to juggle multiple priorities in a self-directed manner and adapt to changing priorities.
- Self-driven initiative and performance of the highest quality, with a keen attention to deadlines and details.
- Demonstrated success in building and maintaining strong community partner relationships.
- Ability to routinely and efficiently input, organize, maintain, and update data files.
- Ability to adapt to new technology quickly and enthusiastically.
- Ability to identify the need for services, problem solve, and recommend opportunities.

### Other (Supervisory Responsibilities, Schedule, Travel):

- This position has no supervisory responsibilities.
- Normal business hours are 9am - 5pm with opportunities for flexibility; however, this position may require weekend and/or evening work to accommodate the services offered by Mountain BizWorks.
- This position may require up to 50% travel within Western North Carolina to work within the Latino entrepreneurship community. Occasional overnight travel may be required to attend meetings, seminars, and events.

### Physical Demands & Work Environment:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work Environment/Physical Demands: position duties are performed in a typical office environment, with minimal exposure to excessive noise or adverse environmental issues. The employee may occasionally lift and/or move up to 10 pounds.

### Compensation & Benefits:

Anticipated starting salary of \$37,500 - \$47,500, with the opportunity to discuss a higher rate of pay based on skills and experience. Substantial growth opportunities.

- Medical insurance plans
  - 80% of employee medical paid by employer
  - family coverage paid by employee
- Dental, vision & supplemental insurance options
  - 100% employee paid
- Retirement plan
- 10 paid holidays
- Paid Time Off (PTO):
  - Earn 18 days/year the 1st year of employment
  - Earn 24 days/year after 1st year of employment
- Professional Development Fund
- Sabbatical Leave Program
- Self-Care Fund
- Flexible schedule opportunities, as permitted by the role and workload

### How to Apply:

Qualified/interested candidates should **email** their resume and cover letter to [careers@mountainbizworks.org](mailto:careers@mountainbizworks.org) with the subject line "**Latino Entrepreneurship Program Coordinator**". Initial responses to this opportunity are requested by **9am Eastern on Friday, October 22nd, 2021**, with the position remaining open until filled thereafter.

*Mountain BizWorks values and respects all types of diversity and strongly encourages applicants from traditionally marginalized groups to apply. We prohibit discrimination and harassment and provide equal employment opportunity without regard to, and not limited to, ethnicity, religion, race, national origin, abilities, gender identity, sexual orientation, age or genetic information.*