

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Small Business Development Program Coordinator	Division: Community Economic Development
FLSA: Non Exempt, Part Time	Supervisor: Program Director
Pay Range/ Rate: (Commensurate with experience)	Revised: August 2022

Summary

Under the supervision of the Operations and Community Development Director, the Small Business Development Program Coordinator (SBDC) will work with small businesses in Orange County, The SBDC Coordinator is responsible for development and implementation of small business development services at OCAPICA. The coordinator is responsible for contract management, network coordination and delivery of programs.

Essential Functions

- Participate in developing small business development program
- Implementation of small business development services
- Outreach and engage small businesses in Orange County
- Coordinating activities and manage small business partner coordination
- Provide information and referral assistance to small business owners in the areas of loan funding, small business startup, SBA navigation, etc.
- Track and evaluate program outcome metrics to ensure program meets its projected goals
- Assist in development of resources to ensure program success
- Produce required reports in a timely manner to the funding source.
- Attend trainings and meetings as required.
- Contribute to the completion of other tasks and projects as assigned by the program director on an as-need basis

Minimum Qualifications - Knowledge, Skills and Abilities Required

- A Bachelor's degree in Economics, Business Administration or other-related field from an accredited College, or University OR an AA degree in Business or Administration with two years of experience in Business or Administration, or 4 years work experience in operating a small business
- Experience with micro-enterprise and/or small business technical assistance
- Bilingual capacity (Korean/English)
- Ability to organize and prepare documentation in a timely manner
- Demonstrates knowledge of and sensitivity towards various Asian and Pacific Islander cultures
- Ability to work in a multidisciplinary team inclusive of other staff, other community agencies, and small business owners.
- Excellent verbal and written communication skills.
- Strong computer skills.
- Ability to keep accurate records and prepare reports.
- Ability to be proficient and timely with required paperwork.
- Must be able to work collaboratively with other API agency partners.
- Must possess interpersonal skills that excel in cultural sensitivity and respect for differences.
- California Driver's License, car insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, trainings, and data collections at other API sites.
- Occasional weekend, evening and on-call hours as needed. Ability to work flexible schedule.
- Verification of employment eligibility and Background Check required.
- Regular attendance required.

Desired Qualifications - Knowledge, Skills and Abilities

- Ability to be flexible and take initiative

Supervisory Responsibilities: No supervision of employees will be required at this time.

Environmental Conditions (Working Conditions): Duties to be performed in an office environment which may include shared space, exposed to weather conditions and noise level prevalent at the times when performing community based duties.

Physical Requirement: In the course of performing this job, the incumbent typically spends time sitting, standing, driving, walking, typing, filing, listening and speaking.

Mental Requirement: The incumbent in this position must be able to accommodate for any/all of the following: tolerance for distractions/interruptions, uncontrollable changes in priorities/work schedules. They must also be able to process information, think, and conceptualize in a clear and timely manner.

Application Process

Application deadline: **Open until filled.**

Please e-mail or fax a cover letter, resume and 3 professional references (past supervisors including e-mail address and phone number) to:

Email: careers@ocapica.org

FAX: (714) 636-8828

Please ensure that the email subject has the job title: Small Business Program Development Coordinator

No Phone Calls Please

Agency Background:

The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) is dedicated to enhancing the health, and social and economic well-being of Asians and Pacific Islanders in Orange County, California. Established in 1997, OCAPICA works to improve and expand the community's opportunities through service, education, advocacy, organizing and research. These community-driven activities seek to empower Asians and Pacific Islanders to define and control their lives and the future of their community.

***Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) is an
Equal Opportunity/Affirmative Action Employer***