



SMALL BUSINESS COORDINATOR

Job Type: Exempt

Compensation Description: \$40,000-\$45,000 plus competitive benefits package including medical, dental and vision.

Reports to: Economic Development Director

POSITION SUMMARY

This position is responsible for developing and overseeing new programs and services and providing active support for daily activities and operations related to the small business/entrepreneurship initiatives in the Metro West service area. This position will work with local organizations and partners to connect businesses to resources and to create and implement programs for small businesses and entrepreneurs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create and build upon existing relationships with business owners and entrepreneurs in the Metro West service area.
- Assist the Economic Development Director in the development and implementation of high-quality programs, services, and activities intended to improve small business conditions in the Metro West service area.
- Connect businesses and entrepreneurs to city and partner organizations programs and resources.
- Analyze programs during planning, implementation, and follow-up to verify quality and ensure activities and services achieve stated objectives and outcomes.
- Prepare, modify, and file reports and documentation, as necessary. Provide recommendations for future services, and analysis of overall program effectiveness.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

- Bachelor's degree in related business, finance, economics, or urban studies field required.
- Two years of related experience preferred.



- Knowledge of small business ecosystem, resources, and tools available in the region.

REQUIRED SKILLS AND COMPETENCIES

The specific personal traits required to accomplish the essential duties of this job successfully include:

- Energetic with a desire to learn new skills.
- Exceptional organizational skills with ability to transition quickly from one project to another.
- Ability to problem-solve, think logically, and work independently.
- Ability to demonstrate a positive attitude and lead by example consistently.
- Works well under pressure and meets established deadlines.
- Strong verbal and written communication skills.
- Strong interpersonal skills with a collaborative approach.
- Ability to manage time-sensitive projects.
- Confident and self-driven with the ability to think outside the box.
- Excellent verbal and written communication skills.
- Excellent time management skills.
- Proficient with Microsoft Office Suite or related software.
- Bilingual (Spanish) preferred

PHYSICAL AND TRAVEL REQUIREMENTS

- Frequent local travel required.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift-up to 15 pounds at times.

Please send cover letter and resume to Monserrat Monterrubio at mmonterrubio@metrowestcle.org

Please note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

METRO WEST COMMUNITY DEVELOPMENT is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: METRO WEST COMMUNITY DEVELOPMENT is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at METRO WEST COMMUNITY DEVELOPMENT are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. METRO WEST COMMUNITY DEVELOPMENT will not tolerate discrimination or harassment based on any of these characteristics. METRO WEST COMMUNITY DEVELOPMENT encourages applicants of all ages.