

<b>Position Title:</b>	East Colfax Program Coordinator
<b>Department:</b>	Business Pathways: host of the Women's Business Center
<b>Reports To:</b>	Pathways Operations Manager
<b>FLSA/ Status:</b>	Non-Exempt/ Full Time
<b>Job Grade:</b>	3
<b>Hiring Range:</b>	41,000 to 47,000 per year
<b>Revised:</b>	January 2022

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## WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to creating pathways of opportunity for low-income and underserved individuals. For more than 40 years, we have provided nationally recognized workforce, business, and youth development programs throughout Metro Denver. Currently, MCRC educates, trains, and supports youth and adults on their path to economic success. Additionally, MCRC partners with the area's most respected organizations to provide economic and educational services to assist families to achieve their economic goals and realize their dreams.

MCRC's suite of business services support entrepreneurs through all stages of business development helping them explore, launch, and grow their business through training and technical assistance, personalized consulting, and holistic support services, with a significant portion of our content provided in Spanish. As the host of Colorado's only Women's Business Center (WBC), MCRC partners with the U.S. Small Business Administration (SBA) to help underserved entrepreneurs establish and grow businesses. In our Business Pathways work, we also partner with the US Patent & Trademarks Office (USPTO) to pair low-income inventors in five states with patent practitioners for patent preparation and legal services on a pro-bono (free) basis.

## POSITION SUMMARY

Mi Casa Resource Center is seeking an individual with excellent interpersonal and relationship building skills and a passion for small businesses to join us as East Colfax Program Coordinator.

The East Colfax Program Coordinator manages the day-to-day operations and relationships between Mi Casa Resource Center (MCRC)'s Business Pathways (BP) program and its partners in the East Colfax corridor. This individual serves as a liaison with organization staff and external partners in the geographical selected area. This role works with the Business Pathways program external partners to ensure targeted outreach along the East Colfax corridor to connect English and Spanish speaking entrepreneurs and small business owners to our BP programs and services. In addition, this role is responsible for accuracy in data collection, data entry and reporting of business program data and outcomes services. The person in this position will also analyze data in our Salesforce database to assist BP leadership in making informed strategic program decisions. This role is grant funded through December 2023.

## KEY RESPONSIBILITIES

### *Leadership*

- Coordinates with business pathways external partners along the East Colfax corridor.
- Serves as a liaison between Senior Director, Pathways and East Colfax partners.

### *Outreach, Enrollment and Operations*

- Maintains a strong understanding of BP program's trainings and services as well agency wide programming.
- Works with cross functional team to determine, develop and implement innovative techniques to promote BP's programs and services in the East Colfax corridor.
- Builds processes that meet East Colfax program objectives and ensures compliance.

**Mission:** Creating pathways to opportunity.

**Vision:** We envision a community where all people have the power to achieve their economic goals and realize their dreams.

- Works proactively and collaboratively to prepare action plans with external partners in the designated area.
- Identifies specific targets and projects the number of contacts to be made to meet outcome goals.
- Coordinates Outreach efforts internally and externally to recruit Business Pathways participants in the East Colfax corridor.
- Conducts screening, and enrollment of participants in the targeted area into the BP (Host of the WBC) programming and services.
- Provides information about all-agency programs in response to inquiries from prospective participants and navigates prospects to appropriate MCRC programs and services.

#### **Evaluation**

- Responsible for ensuring that program data are collected and entered accurately in database.
- Ensures that partners are collecting the appropriate data for reporting purposes.
- Works closely with Data and Evaluation Manager to ensure reports are accurate and on time.
- Evaluates the effectiveness of outreach and recruitment efforts in meeting enrollment goals.
- Tracks participant information provides data for reporting and assists with evaluation of program outcomes.

#### **QUALIFICATIONS**

- 1-4 years of progressive experience in program coordination, outreach, enrollment, or operations or an equivalent combination of education and experience.
- Bachelor's degree in Business, nonprofit or related field, a plus.
- Highly knowledgeable of Microsoft Office programs; Salesforce knowledge a plus.
- Prior nonprofit experience working with low income and diverse populations, a plus.
- Bilingual in English and Spanish required.
- Background check required.
- Availability for flexible schedule with some evenings and weekends.

#### **KEY COMPETENCIES**

- Excellent interpersonal communication and relationship building skills
- Proactive individual with a growth mindset
- Excellent customer service skills
- Good organization and time management skills
- Ability to be flexible and adaptable to a dynamic work environment
- Understanding of small business ownership

MCRC provides a comprehensive benefits plan including employer sponsored medical, dental and vision benefits, employer paid life Insurance and disability benefits, paid vacation, 15 paid holidays and a retirement plan. This position is eligible for a hybrid schedule consisting of three in-office and two remote days.

***Mi Casa Resource Center is an equal opportunity employer.***

**Interested persons should email a cover letter and resume to [jobs@MiCasaResourceCenter.org](mailto:jobs@MiCasaResourceCenter.org) by February 25,2022. Interviews may occur as qualified candidates apply.**