

Position Title: ProBoPat Program Administrator
Department: Business Pathways
Reports To: Assistant Director of Business Pathways
FLSA/ Status: Non-exempt/ Part Time (25-30 Hours)
Job Grade: 5
Hiring Range: \$24.1 to \$28.4 per hour
Revised: September 2022

WHO WE ARE

Mi Casa Resource Center (Mi Casa) is committed to creating pathways to opportunity for low-income and underserved individuals. In 1976, seven mothers and one father living in West Denver founded what would become Mi Casa. First, Mi Casa offered job-training programs for women. In the mid 1980's, programming expanded to include bilingual business development services in order to nurture the entrepreneurial spirit of low-income, female, and minority community members. Mi Casa has now grown to deliver programs that advance economic self-sufficiency for the entire family. As one of Denver's largest and longest-standing Latino-led and serving organizations, we have earned community trust by providing culturally competent services grounded in community need.

Our Business and Career Pathways programs support economic growth. Career Pathways trains, supports, and connects low-income jobseekers to high-demand careers that meet their personal and professional needs. Business Pathways combines trainings, consulting, and wraparound services for underserved business owners and entrepreneurs at every stage. With Mi Casa's support, participants gain the education and skills needed to generate income, move up career ladders, and build businesses.

WHY WORK AT MI CASA

- Be part of an organization and team culture that values employee input, makes data informed decisions, cares about the community, and has fun while we do it.
- Paid time off! Mi Casa offers three weeks of vacation time per year (accrued), two personal days, and our office is closed between Christmas and New Year's*.
- Amazing benefits such as major medical insurance, dental and vision insurance, and 403(b) matching programs. Mi Casa pays 100% of healthcare premiums.
- A stipend for professional development and a team that will support your growth.
- Opportunities to participate in committees such as workplace culture and safety, etc.
- Hybrid schedule that currently includes two days remote and three days in the office. However, as we are a direct service organization, it is important that we offer face-to-face services for the community we serve*.

* benefits prorated for part time employees.

POSITION SUMMARY

Mi Casa Resource Center is seeking a proactive individual with excellent communication skills; attention to detail and experience in patent legal services to join us as **ProBoPat Administrator**. This is a 25-30 hour per week part time role that is eligible for benefits.

The **ProBoPat Program Administrator (PPA)** will coordinate closely with the USPTO, Mi Casa personnel, and the ProBoPat Steering Committee to administer the ProBoPat Program ("PBP Program"), to match low-income inventors (program participants) with patent attorney volunteers who provide pro bono patent legal services. The PPA is responsible for coordinating specific aspects of the PBP Program, including cultivating relationships with inventor participants, attorney volunteers, the US Patent Office, and program supporters in Colorado, Montana, New Mexico, Utah, and Wyoming. This will include providing, collecting and screening application forms; determining participant eligibility for the PBP Program; maintaining a database of volunteers

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

and participants; facilitating and documenting matches and engagements between volunteers and participants; generating and providing quarterly reports to the USPTO and the Steering Committee. The PPA will also be responsible for organizing and facilitating special events and projects in furtherance of the ProBoPat program.

KEY RESPONSIBILITIES

Participant Interaction

- Provides and accepts necessary forms to/from individuals seeking assistance from the PBP Program.
- Screens participant applications seeking assistance to determine whether an applicant qualifies for the program.
- Communicates directly with participants in their successful or unsuccessful submission to the program.
- Develops participant relationships to ensure appropriate placement in the PBP Program.

Operational Tasks

- Coordinates volunteer patent practitioner relationships to facilitate matchmaking of inventors with qualified patent attorneys.
- Collects & provides necessary forms for attorneys and/or patent agents registered to practice before the USPTO to participate in the PBP Program.
- Screens forms received from volunteer patent practitioners to confirm the volunteer is registered to practice before the USPTO.
- Maintains a database and relationships with the Volunteer attorneys in the organization's database on a Salesforce platform.
- Maintains a database of participants in the Salesforce platform.
- With oversight from direct supervisor and PBP Steering committee, matches participants to one or more volunteer attorneys and then communicates the match to participant inventor.
- Maintains database of engagements made between volunteer attorneys and participants.
- Attends/supports USPTO quarterly administrative conferences/meetings.
- Generates report(s) to the USPTO and Steering Committee as required by various agreements.
- Responds to correspondence related to the administration of the PBP Program.
- Follows up with participants and Volunteers on all matters relating to the PBP Program.
- Facilitates organization and coordination efforts for the PBP Program.
- Organizes volunteer recruitment and appreciation events as needed.
- Represents the PBP Program, and Mi Casa, at outreach programs, and community events.

Evaluation

- Coordinates with Data & Evaluation Coordinator for departmental data collection.
- Assists the Operations Manager with evaluation of program outcomes, including data collection, input and participant evaluation surveys.
- Assists with data entry of information generated from services as necessary.

Fundraising & Grants Management

- Collaborates with Development Team as required on funding and reporting.
- Assists with fundraising as needed.
- Assists with and the delivery of outcomes for department grants.

Other

- Contributes to Business Pathways team effort by attending agency and business staff meetings
- Continuously updates legal practitioner database to assist participants on an ad hoc basis
- Performs related duties as assigned within their scope of practice.

QUALIFICATIONS

- 3-5 years of experience in administration or legal experience preferably in patent law or an equivalent combination of education and experience.
- An associate degree or bachelor's in law, business or a related field is preferred.
- Bilingual English/Spanish preferred
- Culturally Competent individual with experience and ability to communicate with diverse populations.

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- Experience in patent legal services including familiarity with patent filing issues strongly preferred
- Excellent oral and written communication and strong organizational skills with high attention to detail
- Strong computer proficiency; familiarity with spreadsheet, word processing, and presentation applications and customer relationship management databases
- Evening and weekend work as required to meet the needs of the organization.
- Background check is required as well as valid Colorado Driver's License and valid auto insurance.

KEY COMPETENCIES

- Self-motivated individual with the ability to proactively address challenges and obstacles
- Understanding of the barriers specific to marginalized communities with demonstrated ability to cultivate, build, and maintain strong working relationships with individuals from diverse backgrounds and perspectives
- Strong communication, networking, presentation, and group facilitation skills
- Excellent organization skills and attention to detail
- Demonstrated skills in flexibility, adaptability, and dealing with ambiguity
- Passion for non-profit and community services
- Team-player with a growth mindset

We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.

Mi Casa Resource Center is an equal opportunity employer.

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by November 11, 2022. Interviews may occur as qualified candidates apply.