



The Puerto Rican Cultural Center

HR Department | 2556 W. Division St., Chgo, IL | P: (773) 360-1613 / F: (773) 913-0706

Job Description

Position: Small Business Development Center (SBDC) Program Coordinator

Employment: Full Time

Classification: Exempt

Supervisor: SBDC Director

Responsibilities of the Illinois Small Business Development Center (SBDC) Program Coordinator

The position of Program Coordinator will dedicate of his/her time in administrative and managerial tasks. The person will be responsible for the supervision and the day-to-day operations of the SBDC. Will work toward the management and promotion of the center. Planning and coordinating programs and activities consistent with the goals and objectives of the Illinois SBDC. Assisting with a marketing plan that will allow for high visibility of the center. Maintaining current data on private sector consultants for referral to the small businesses. The following describes the general requirements for the performance of this job. It is not a complete statement of duties, responsibilities or requirements. Other duties not listed here may be assigned by leadership.

SPECIFIC DUTIES

- Provide supervision of day to day activities
- Assist in the creation of the training calendar
- Provide referrals of clients to advisors
- Assist in the completion of monthly reporting
- Perform business needs assessment
- Assist in the production of promotional materials for the center (e.g., flyers, newsletters, etc.)
- Assist in the development of the center's marketing plan
- Provide direct client advice assistance
- Maintain client files with appropriate records included
- Provide referrals to other appropriate Department of Commerce programs
- Assist in the completion of monthly reporting
- Research and developing material necessary for clients' needs
- Aid in the process of writing business grants
- Coordinate SBDC training programs and analyze impact on participants
- Volunteer during the 4 major events of the PRCC
- Other duties as assigned



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MINIMUM QUALIFICATIONS

- B.B.A., B.A. or B.S. degree in business, management, economics, marketing, accounting, finance or equivalent field.
- experience in business management
- experience in project management a plus
- excellent communications skills
- Fundraising knowledge a plus
- Ability to handle confidential information with discretion
- Demonstrated proactive approach to problem-solving with strong decision-making capability
- Ability to write, create reports and prepare PowerPoint presentations for Training Purposes (English and Spanish)
- Proficient with Google Apps including Gmail, Google Calendar, Drive and Docs.
- Intermediate level of proficiency with Word, Excel, PowerPoint and Adobe Acrobat.
- Ability to work with diverse communities including the LGBTQ population and demonstrate inclusion.
- At least one year of experience in small business advising