

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SMALL BUSINESS SERVICES COORDINATOR

BASIC FUNCTION:

Under the direction of the Dean-Economic Development and Customized Training, plan, organize, and coordinate the promotional and marketing programs and projects of the Small Business Development and International Trade Center; assure compliance with the goals and objectives of the California Small Business Development Center plan and applicable grant requirements.

REPRESENTATIVE DUTIES:

Provide in-depth one-on-one counseling in the areas of business planning, management and financial analyses to small business owners and individuals considering starting new businesses. *E*

Coordinate formal agreements and contracts, establish working relationships with fee-based and pro-bono consultants and delineate specific services and roles between the program and public entities. *E*

Identify and schedule program counselors and consultants. *E*

Coordinate and monitor office activities; respond to a variety of questions from clients, staff and others and provide information related to assigned activities; prepare marketing materials. *E*

Plan, schedule, publicize and evaluate fee-based community service courses, workshops, seminars, conferences and small group individual consultation sessions. *E*

Coordinate small business and international trade services at Imperial Valley satellite center. *E*

Provide inter-agency coordination of Small Business services in the County.

Adhere to program activity timeliness, evaluation criteria and reporting requirements. *E*

Establish systems, collect data, and maintain records necessary for budget audit trails and project evaluation and follow up; submit reports to appropriate personnel as required. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- General business practices, financing, and financial analysis.
- Provisions of the law affecting small businesses in California.
- Business finance, marketing, planning, research, law and international trade regulations.
- Computer operations and peripheral equipment.
- Program management and development.
- Principles and practices of administration, supervision and training.
- Oral and written communication skills.
- Public speaking.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Learn and interpret laws, rules and regulations as they apply to small business development.
- Coordinate activities for small business development.
- Work independently and under limited supervision.
- Work cooperatively with people from diverse cultural backgrounds.
- Establish good community relations.
- Speak and write effectively, communicate with small business owners and small business service providers in both public and private sectors as well as with civic leaders.
- Plan, organize and administer assigned program.
- Prepare a variety of reports, proposals and agendas.
- Plan, coordinate and conduct a variety of meetings, seminars, workshops and conferences.
- Establish and maintain effective and cooperative working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Facilitate inter-organizational cooperation.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree from an accredited college or university in business administration, finance or related field and four years of successful experience in program management and development and personnel supervision.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.

Sitting or standing for extended periods of time.