

JOB TITLE: Program Officer for SBTRC Bonding Education Program (BEP)

DEPARTMENT: Domestic Programs- Southwest Region SBTRC

REPORTS TO: SW Region SBTRC Project Director

FLSA STATUS: Exempt

SALARY RANGE: Depending on Experience

PURPOSE OF POSITION

The Southwest Region Small Business Transportation Resource Center (SBTRC) Program Officer supports the Southwest Region Small Business Transportation Resource Center (SBTRC) Project Director in the execution of the Bonding Education Program (BEP) goals and deliverables for the Southwest Region SBTRC grant. The SW Region SBTRC is operated by the California Asian Chamber of Commerce (CalAsian) and is located in Sacramento, CA. The Southwest Region SBTRC runs the Bonding Education Program (BEP) which aims to increase small businesses' economic competitiveness to maximize opportunities by becoming surety bonded and compete for transportation-related contracts through education and resources to understand risk management, safety, workforce development and company capabilities. The position is responsible for developing training and capacity building activities designed to assist new MBE and DBE businesses and to support existing businesses that are classified as economically and socially disadvantaged. S/he will work closely with partner organizations and subject matter experts to plan and execute events and webinars to address the needs of businesses to become bond-ready, as well as one-on-one sessions with local surety bonding professionals to help in assembling the materials necessary for a complete bond application. . The Program Officer will support the Project Director to ensure all project activities under the Southwest SBTRC are implemented effectively and efficiently, and all BEP goals are successfully met.

KEY RESPONSIBILITIES

Project Management and Reporting

- Work closely with Project Director to develop and implement a series of workshops to assist the small business community in the transportation-related services industry
- Develop and manage the outreach, marketing, and communication for all program activities and events. Coordinate with marketing and communications department, and external vendors as needed to produce marketing collateral and promotional efforts (tasks include development and delivery of marketing materials)
- Work closely with partner organizations and subject matter experts (SMEs) to co-host events, webinars and related activities designed to assist MBEs and DBEs
- Assist with developing impact reports to support the quality and delivery of grant objectives
- Oversee the development and management of content for the Center's website and social media platforms.

Coordination, Networking, and Partnership Building

- Develop robust partnerships with public and private organizations, corporate partners and small businesses to advance the reach and impact of SBTRC BEP priorities.

- Engage and coordinate with government, non-profit and private stakeholders to promote trainings and technical assistance to support MBEs and DBEs in their bonding capacity
- Communicate opportunities, initiatives, and events with all existing and prospective partners in the public, private and corporate sectors.

Client Engagement and Customer Service

- Follow up on small business client leads to provide intake for participation in the Southwest SBTRC BEP program
- Conduct research for clients by connecting them to appropriate resources, technical assistance (bonding, loan assistance), and subject matter experts to support the needs and goals of small business owners
- Work with consultants, subject matter experts, and chamber partners to identify solutions and technical assistance to help small businesses succeed in their operations and bonding goals

General and Administrative

- Communicate the mission and program goals of the Southwest Region SBTRC Bonding Education Program to internal and external stakeholders and how SBTRC works closely with CalAsian to assist disadvantaged and minority businesses
- Provide input and support for BEP updates and reports to Southwest Region SBTRC stakeholders, SBTRC/U.S. DOT, and CalAsian leadership
- Support documentation and reporting for all BEP project activities and as needed by the Project Director for the Southwest Region SBTRC
- Executes assignments as directed by the Project Director
- Assist the Project Director with recruiting, training and supervising interns to support the SBTRC BEP program as needed.

REQUIRED SKILLS AND QUALIFICATIONS

Education

University degree in business development, marketing, business management or international trade preferred.

Knowledge & Skills

- Strong understanding of small businesses, U.S. government grants and contracts, U.S. government reporting and planning process
- Outstanding attention to detail and results oriented
- Advanced written and verbal communication skills
- Excellent organization skills with experience in project management, planning, and implementing events/activities
- Flexible, creative, and able to work under pressure and meet tight deadlines
- Excellent interpersonal skills and high emotional intelligence
- Ability to engage senior leaders and small business community members

Experience

- A minimum of 3 years of work-related experience in business development, project management, event planning, and marketing activities in domestic programs, international trade or economic development sector or a nonprofit organization
- Excellent project management experience with attention to detail
- Adept with identifying new business opportunities to serve clients
- Experience with data collection and research to develop impact reports highly desired
- Experience with designing marketing materials for events and services highly desired
- Proficiency in Windows-based software and willingness to learn CRM software

The Sacramento and California Asian Pacific Chamber(s) of Commerce are the largest ethnic chambers in California serving the Sacramento region, and the State of California's 600,000 API owned businesses. Both chambers are focused on providing consulting and technical assistance services for both domestic and international minority owned business clients to help them start, grow and expand into California Next Economy and compete effectively both domestically and globally.

APPLICATION PROCESS:

Position open until filled. Submit CV with cover letter by email to bmelecio@calasiancc.org.