



1 Hallidie Plaza, Ste 715
San Francisco, CA 94102

CAMEOnetwork.org
cameo@CAMEOnetwork.org
ph 415.992.4480

JOB ANNOUNCEMENT

Outreach Specialist / Manager (DOE) - CAMEO

Do you visit your local bookstore more than Barnes and Noble? Do you support local economies driven by local small business owners? Do you understand the power of business ownership to lift up families and help them thrive and reach their version of the California Dream? If so, we are looking for the right person that can increase our capacity to deliver programs.

About CAMEO

CAMEO is California's statewide network made up of over 300 organizations, agencies, and individuals dedicated to furthering microbusiness development in California – about 3 dozen of which are CDFIs. Annually, CAMEO members serve about 34,000 very small businesses with training, business and credit assistance and loans. These firms – largely start-ups with less than five employees – support or create 51,000 new jobs in California and generate a total of \$2.5 billion in economic activity.

Our mission is to grow a thriving ecosystem of support for underserved entrepreneurs. Our vision is that *all* entrepreneurs have access to the resources they need to succeed, creating family economic mobility and community prosperity.

Description of Position

The Outreach Specialist / Manager will track and support the workflow process of member focused projects and programs with a focus on programs located in Los Angeles and Southern California. General duties include program management, technical, clerical, and record-keeping, as well as member outreach.

Program Support and Outreach

- Assist VP of Programs with program development
- Assist with / responsible for event and program planning at all stages including preparation, logistics, marketing, execution, and follow up as directed by the VP, Programs & Policy.
- Provide administrative and logistical support and coordination for meetings, programs, and events (online and in person) including presentation and collateral development.
- Take meeting minutes and disseminate as directed.
- Provide day-to-day coordination and project management of programs.
- Coordinate with trainers and outside vendors as necessary.
- Maintain program files.
- Develop processes for tracking and maintaining records of participants in all CAMEO sponsored trainings and events.



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- Assist with / responsible for program evaluation and tracking.
- Assist with / responsible for monthly activities report on outcomes and progress.
- Participate in content creation as directed by the VP, Programs & Policy.
- Proofread documents as directed.

Membership and Administrative Support

- Know and engage with our members by attending member meetings and events and email communication.
- Assist with recruitment of new members by being the eyes and ears of CAMEO in Southern California for potential new members.
- Provide excellent customer service to external and internal constituents.
- Ensure that all member records / contacts are accurate across systems, including Salesforce.
- Assist CAMEO staff by preparing correspondence, meeting minutes, filing, coordinating meetings and other clerical duties as assigned.
- Proofread documents.

Qualifications and Skills

- Understanding of Micro Enterprise Development Organizations and commitment to the vision of CAMEO
- Versatile and resourceful with a committed work ethic
- Ability to manage concurrent priorities and projects with thorough follow-through
- Solid organizational and planning skills
- Ability to think through and create/follow timelines.
- Ability to think strategically
- Motivated and enthusiastic, with the ability to 'own' projects but able to ask for assistance when needed
- Comfortable with working in a collaborative environment, as part of a team, as well as independently
- Strong computer skills: Experience with databases (Salesforce a plus), Microsoft Office Suite (Word, Excel, Powerpoint), and mass mailing coordination (mail merge).
- Extremely strong attention to detail and professional presentation skills
- Clear and effective written and verbal communication style
- Experience with conference and event planning a plus
- Knowledge of Adobe Photoshop, Illustrator and InDesign a plus

You're Well-suited for the Job If You...



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- Connect the dots to the bigger picture of CAMEO, even (and especially) when engaged in administrative tasks.
- Are independent, pro-active and can discern what's needed, initiate and follow through appropriately.
- Are able to manage multiple projects at a time.
- Are comfortable and thrive when working in a high-paced, high-output environment.
- Remember lots of people's names and who they work for, what they do, etc...

This position will be based in Los Angeles, but we may consider other southern California locations.

Benefits

This is a full-time (35 hours per week) position. Salary is commensurate with experience. CAMEO offers a competitive base salary with comprehensive benefits.

How To Apply

Interested candidates should provide a digital cover letter and resume to hpickman@CAMEOnetwork.org. Applications will be reviewed on a rolling basis until filled. This is a new position that can start immediately. Please note the job title in the subject line of your email.

CAMEO will consider applicants equally without regard to sex, gender, race, age, ethnicity, national origin, disability, marital or veteran status, medical condition, religion, gender identity, sexual orientation, or any other characteristic protected by federal, state, or local law. We reasonably accommodate staff members and applicants with disabilities, provided they are otherwise able to perform the essential functions of the job. Individuals who need assistance or accommodation due to a disability may contact us at cameo@CAMEOnetwork.org.