

## **Program Manager**

CAMEO is searching for a Full-Time, Exempt, Program Manager who can increase our ability to deliver capacity building programs that support our mission of helping grow a thriving ecosystem of support for underserved entrepreneurs. Equity is at the heart of CAMEO's mission and that of our members. Almost everything we do; we do with an equity lens.

Do you support local economies driven by local small business owners? Do you understand the power of business ownership to lift families and help them thrive and reach their version of the American Dream? If so, please apply and help us grow.

CAMEO is a network made up of over 400 organizations, agencies, and individuals dedicated to furthering microbusiness development in California and across the country. Annually, CAMEO members serve about 200,000 very small businesses with training, business and credit assistance and loans. These firms – largely start-ups with less than five employees – support or create 300,000 new jobs and generate a total of \$15 billion in economic activity.

Reporting to the VP, Engagement and External Relations and serving as an integral member of the program team, the Program Manager will be responsible for the development of a new program that will help us bridge the gap between California's small business ecosystem and the climate resiliency infrastructure. In addition, the program manager will support existing member-focused projects and programs. General duties include program management, technical, clerical, and record-keeping, as well as member outreach. This position will have no direct reports. This is an outstanding opportunity to join in a growing mission-driven organization for someone who is interested in inclusive economic development and entrepreneurship as a wealth building tool.

**Compensation:** \$60,000 - \$75,000, depending on skills and experience

**Work Environment:** This is a remote position that will require light business travel up to 20% of the time in a professional office environment.

### ***Climate Resiliency and Small Business Ecosystem Project Management***

- Establish partnerships with climate resiliency groups to learn more about current initiatives
- Cohort coordination to leverage resources and increase collaboration with the ultimate goal of serving more disadvantaged entrepreneurs and improving their climate resiliency outcomes
- Assist in developing training curricula that incorporates climate resilient strategies into business coaching programming and lending products
- Manage the training curricula in our online learning management system, available to our membership
- Assist the Communications Manager with deploying a communications strategy that encourages California's small businesses to engage in the climate resiliency effort
- Develop a report and accompanying presentation to share our learnings with stakeholders
- Assist with grant reporting

### ***Program Support***

- Manage eight regional in-person meetings included, but not limited to: scheduling, agenda development, event logistics, and outreach
- Support the Senior Program Manager with logistics and management of our Los Angeles Collaborative, Entrepreneurship Advantage including but not limited to: implementation of workplans, maintaining database of contacts, organizations, event planning, coordinating online meet ups, delivering activities report
- Develop collateral for membership welcome package, engagement, and retention
- Engage and foster authentic relationships with our membership
- Provide administrative and logistical support and coordination for meetings, programs, and events including presentation and collateral development
- Assist with event planning at all stages including preparation, logistics, marketing and execution
- Provide day-to-day coordination of programs
- Coordinate with trainers and outside vendors as necessary
- Maintain program files
- Maintain records of participants in all CAMEO sponsored trainings and events
- Assist with program evaluation and grant reporting
- Additional duties and responsibilities may be added at any time

**Required Education and Experience**

- Bachelor's Degree or 3+ years of related work experience in lieu of degree (environmental studies, economic development or related field a plus)
- Strong understanding of the climate resiliency infrastructure and climate crisis
- Knowledge of entrepreneurship, microfinance, social enterprise, program development and evaluation, and/or small business a plus
- Commitment to CAMEO's vision and values
- One year of project management experience including proficiency in project management software
- Strong organizational and planning skills and the ability to think strategically
- Ability to think through and create/follow timelines.
- Strong computer skills: Experience with databases (Salesforce a plus), Microsoft Office Suite (Word, Excel, PowerPoint), Asana, Zoom, Google Workspace, and other professional online tools
- Extremely strong attention to detail
- Professional presentation skills
- Clear and effective written and verbal communication style
- Experience with conference and event planning a plus
- Strong interpersonal skills and a high degree of self-awareness with a flexible growth mindset will support a strong culture fit
- Ability to manage concurrent priorities and projects with good follow-through
- 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
- Experience working with and on a remote team
- This position is remote with a strong preference for California

**Our Benefits**

- Health Insurance Benefits include Kaiser HMO, Anthem PPO, Delta Dental & VSP Vision
- Approximately 9 paid company holidays with Christmas week off
- PTO Policy: 16 - 20 accrued vacation days based on tenure
- Full Time, Exempt employees generally work 35-hour work weeks
- Retirement Plan 403B and Company Match of 4%

CAMEO is an Equal Opportunity Employer. Diversity and inclusion are deeply held values of CAMEO and we are committed to creating a welcoming environment for all employees. We provide equal employment opportunities for all applicants and employees where all employment decisions are made without regard to race, gender, religion, citizenship, disability, marital status or any other status protected by the laws where we operate. Our culture is representative of a supportive team with shared values that make CAMEO a great place to work.

**To Apply**

Please send a resume and a cover letter to [careers@CAMEOnetwork.org](mailto:careers@CAMEOnetwork.org) with Program Manager in the subject line.