

Job Announcement

THE ORGANIZATION: Opening Doors is a nonprofit organization that helps underserved Sacramento area residents to achieve self-sufficiency and increased assets by accessing opportunities to mainstream economic, legal and social systems. The organization assists clients through refugee resettlement and cultural orientation; case management for foreign-national survivors of human trafficking; low-cost immigration legal services; increased knowledge and skills in personal financial management; and business training, counselling and microloans. Additionally Opening Doors provides administration and leadership of the Sacramento Area Rescue and Restore Coalition to combat human trafficking.

The organization has undergone a period of growth and infrastructure development during the past five years, and is well poised for future continued growth and expanded impact. With an operating budget of about \$2.5 million, Opening Doors has a staff of 30+ part- and fulltime staff from diverse parts of the world.

Position Title: Economic Development Coordinator
Report To: Hispanic Prosperity Program Manager
Classification: Non - Exempt, Part-Time
Date Needed in Position: Immediately
Salary Range: Wage commensurate with experience

SUMMARY: The Economic Development Coordinator will contribute to two economic development programs of Opening Doors' Prosperity Project. S/he will carry out recruiting and provide overall coordination for a program to assist low-income entrepreneurs, and assist the Hispanic Prosperity Program Manager to help Spanish-speakers save, reduce debt, take control of their personal finances, and build income through small business. In both roles, the Coordinator will be responsible for program outreach, class coordination and arrangement, communications with participants, and program recordkeeping. S/he will build partnerships and business relationships with local communities in order to meet program goals.

Education and/or Experience: Bachelor's degree (B. A.) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

- **Language Skills: Fluency in written and spoken Spanish is a must.**

Key Responsibilities:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned, as needed.
- Serve as the Program Coordinator for newly launching program to assist low-income entrepreneurs. Coordinate meetings and other communication with funder and program consultants. Establish systems for record-keeping and maintain records. Assure that the project is being carried out according to schedule.
- Take a lead role in developing and implementing outreach activities to low income entrepreneurs.
- Recruit target numbers of clients for within our service area. Make initial contacts with potential participants.
- Handle calls from potential clients and carry out phone screening to determine eligibility. Meet with potential clients, assist them in completing program application materials, verify eligibility, and coordinate eligibility with funder.
- Take the lead role in setting up matched savings program for low-income clients. Set up infrastructure to lead clients through the process, to track savings, and to enable clients to obtain match funds. Handle program record-keeping and reporting

- Provide financial coaching for low-to-moderate income clients. (Training in the provision of financial coaching will be provided to the Associate.)
- Document coaching sessions with written reports submitted in a timely manner.
- Maintain regular contact with program participants through weekly or monthly phone reminders.
- Maintain program database and keep participant files up to date.
- Monitor and document participants' progress through weekly homework assignments.
- Assist clients in accessing needed information and services from licensing agencies, other government offices and financial institutions.
- Prepare for and oversee evening seminars, activities including but not limited to: arranging venue and guest presenters, preparing materials, informing clients, purchasing and setting out refreshments, assisting with set-up and clean-up.
- In coordination with other staff, develop strategies for establishing partnerships and for acquiring new clients.
- Provide guidance and support to interns and volunteers as needed.

Requirement/Competencies:

To perform the duties of this position successfully, an individual must demonstrate the following competencies:

- Adaptability: Adapt to changes in the work environment; change approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events. Required to work a flexible schedule to facilitate program services that may include evenings and weekends.
- Attendance/Punctuality: Be consistently at work and on time; ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.
- Business Acumen: Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.
- Computer skills: Must have basic computer abilities including Microsoft Office (Word, Excel, Outlook and PowerPoint) and a willingness to learn other programs maintained by the agency.
- Client services: Manage difficult or emotional client situations; respond promptly to client needs; respond to requests for service and assistance; meet commitments.
- Diversity: Show respect and sensitivity for cultural differences. Ability to provide culturally-sensitive counseling and case management.
- Interpersonal Skills: Focus on solving conflict, not blaming; maintain confidentiality; keep emotions under control; remain open to others' ideas and try new things.
- Organizational Support: Follow policies and procedures; complete administrative tasks correctly and on time; support organization's goals and values.
- Planning/Organizing: Prioritize and plan work activities; use time efficiently.
- Problem Solving: Identify and resolve problems in a timely manner; gather develop alternative solutions; work well in group problem solving situations.
- Professionalism: Approach others in a tactful manner; treat others with respect and consideration regardless of their status or position; maintain healthy communication and proper boundaries,
- Teamwork: Ability to work independently and contribute to building a positive team spirit.
- Written/Verbal Communication: Write/speak clearly and informatively in both English and Spanish.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position unless doing so would impose an undue burden on the organization

- Language Skills: Ability to read, analyze, and interpret general instruction, technical procedures, or governmental regulations. Ability to write correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, and the general public.
- Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
- Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

- Possession of a valid driver's license and vehicle insurance.

Physical Requirements and Work Environment

The following demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the **Economic Development Coordinator** position. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, The employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 25 pounds on occasion, and to stoop, kneel, or squat, and drive on occasion. The noise level in the work environment is usually quiet to moderate.

HOW TO APPLY:

Interested candidates should email a resume and cover letter to: humanresources@openingdoorsinc.org. Include "Economic Development Coordinator Specialist – [Your name]" in the subject line. **No phone calls please.**