**JOB DESCRIPTION**

**Job Title**: Small Business Project Manager

**Organization:** Latinos En Spokane

**Status:** Full time – Exempt position

**Salary Range**: $67,724.80 - $72,000 annually

**Benefits:** Medical, Dental, and Vision, paid time off (PTO and holidays)

**Reports to**: Executive Director

**About Latinos En Spokane:**

Latinos En Spokane (LES) is a Latino and immigrant-led 501C3 non-profit organization based in Eastern Washington. We are dedicated to being a transformative force for systemic change, racial justice, and building generational health and wealth. Our mission is to empower Latinos, immigrants, and marginalized communities by providing wrap-around services, building cultural landscapes, supporting entrepreneurs, organizing, and creating policies for justice and inclusion.

**Position Summary:**

Reporting directly to the Executive Director, the Small Business Project Manager assumes a pivotal role in supporting entrepreneurs and small businesses. This multifaceted position encompasses comprehensive technical assistance services, community outreach, and project management. The Small Business Project Manager will be instrumental in connecting businesses with resources, facilitating workshops, and contributing to grant reporting, thereby actively contributing to the growth and resilience of the small business community.

**Qualifications:**

* Bachelor’s Degree in Business Management, Accounting, Finance, Economics, Marketing, or a related field, with three years of experience in business management or business consulting.
* Full bilingual proficiency in English and Spanish, with effective communication skills both orally and in writing.
* Experience in entrepreneurship, small business management, accounting, financial analysis, marketing, city and county permits, restaurant/food management.
* In-depth knowledge of finance, financial management, capital formation, and lending procedures.
* Proven track record as an entrepreneur, small business owner, or consultant to small businesses.
* Familiarity with the Spokane County economy and entrepreneurial ecosystem.
* Strong interpersonal skills and the ability to use critical thinking for problem-solving.
* Independence, resourcefulness, and effective time management skills.
* Proficient computer skills, including experience with spreadsheets, accounting software, and data management systems.

**Responsibilities:**

**Business Counseling Services**

* Provide in-depth counseling services to small businesses, offering expertise in business planning, financial analysis, and market research.

**Client Financial Support**

* Assist clients in preparing compelling loan and grant applications, ensuring a thorough and persuasive representation of their business.

**Kitchen and Food Truck Management:**

Business Recruitment and Retention:

* Actively recruit and retain businesses for the incubator program.

Coaching and Business Plan Oversight:

* Provide basic small business coaching.
* Oversee business plans related to the kitchen and food truck management.

Storefront Management:

* Manage the retail space during hours of operation.
* Utilize POS system for customer sales.
* Generate weekly sales reports and facilitate ACH transactions.

Program Marketing:

* Implement basic program marketing strategies, including regular social media posts, event participation, material distribution, and website updates.

Collaborations and Networking:

* Develop and maintain collaborations with partnering agencies and nonprofits.

Workshop Scheduling and Recruitment:

* Schedule monthly Technical Assistance (TA) workshops.
* Recruit trainers for workshops.

**Data Collection and Forecasting**

* Collect pertinent data for business plans and financial forecasting, enabling effective support for clients in their business endeavors.

**Training Program Development**

* Contribute to the development, promotion, and delivery of small business management training programs and workshops.

**Partnership and Collaboration**

* Strengthen relationships with partners, fostering collaboration within the entrepreneurial ecosystem to enhance support for small businesses.

**Customer Service Excellence**

* Offer excellent customer service, providing referrals, and delivering resolutions to the public in a professional and supportive manner.

**External Promotion**

* Actively promote Latinos En Spokane - Small Business Technical Assistance Services externally, serving as a liaison between the organization and the broader business community.
* Actively manage social media platforms, content and business highliths

**Continuous Learning**

* Attend related trainings, workshops, and professional development opportunities to stay informed about industry trends and best practices.

**Special Projects and Assigned Duties**

* Undertake special projects and fulfill other assigned duties as required, contributing to the overall success and growth of the organization.

**Others responsibilities:**

* Team Collaboration: Collaborate with other departments and teams to facilitate effective communication and information sharing across language barriers.
* Confidentiality and Sensitive Information: Handle sensitive information with discretion and maintain a high level of confidentiality.
* Professional Development: Stay informed about industry trends, language advancements, and cultural developments to enhance professional skills.
* Adaptability and Flexibility: Be adaptable and flexible in responding to changing priorities and needs of the organization.
* Demonstrate cultural sensitivity and awareness to navigate language nuances and potential cultural differences. Assist in fostering a multicultural and inclusive environment within the organization.

**To Apply:**

* Please submit a cover letter, resume, and three professional references to info@latinosenspokane.org with the subject line " Small Business Project Manager."

At Latinos En Spokane, we are committed to fostering diversity and equal opportunity. We encourage individuals from underrepresented communities to apply .