



**Position Title:** Minority and Small Business Enterprise Coordinator  
**Reports To:** Director  
**Department:** Equal Opportunity Program  
**Prepared By/Date:** Jennifer C. Brito/5-8-2009  
**Approved By/Date:** Joy Ruff/10-05-2007  
**Revised:**

**Job Code:** 0182  
**Job Group:** PEC  
**Salary Grade:** 16  
**FLSA Status:** Exempt

**Summary:**

The Minority and Small Business Enterprise Coordinator is responsible for developing, monitoring, improving and reporting on the marketing and success of the Colleges MSBE program

**Essential Duties and Responsibilities:**

- Seeks out and identifies minority, women-owned and small business that provide or may provide goods and services to the College
- Acts as primary liaison between minority and small business representatives and the College
- Maintains an active database of the firms
- Reviews all bids/ RFP's before public solicitation and identifies names of minority and small business firms that provide the commodities or services that will supplement Purchasing bid list
- Follows up on bids/ RFP issuances with calls to minority –owned and small business firms to discuss availability on the specific bid
- Assists in developing policy and strategies re minority and small businesses including analysis and purchasing data
- Works with individual schools, divisions and campuses on their purchasing practices and identifies opportunities for minority and small business
- Ensures compliance with state and federal laws pertaining to minority and small business utilization
- Conducts workshops to instruct potential vendors regarding the Colleges purchasing processes
- Develops and conducts outreach programs through networking with local minority and small business development centers, contractors and business associations, minority purchasing councils, and the local Chambers of Commerce
- Attends and participates in major business trade fairs, seminars and workshops in Florida
- Conducts activities and/ or workshops that will introduce and promote minority and small business to College departmental end-users and purchasing agents
- Develops and coordinates supplier diversity efforts
- Prepare reports to highlight program success and progress
- Performs other duties as assigned including but not limited to supporting the Director, EOP/ ADA Coordinator with administrative activities

**Knowledge, Skills and Abilities:**

- Knowledge of equal access/ equal opportunity law
- Knowledge of Microsoft Word, Microsoft Power Point and Excel
- Knowledge of grammar style, collegiate terminology
- Excellent communications skills, verbal and written.
- Excellent organizational and presentation skills
- Excellent interpersonal, networking, and negotiating skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community

- Ability to exercise independent judgment related to the development and implementation of strategies related to execution of the business plan
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff and guests of the College

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's in Marketing, Communication, Business or related field with seven (7) years of experience, including experience in outreach activities, or Master's degree with three (3) years of experience

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name