



Position Title: Part-Time Grant Coordinator

Job Code: 8227

Grade: HI

Reports To: Small Business Education Grant Program Manager

FLSA: Exempt

Job Description:

The Part-Time Grant Coordinator is responsible for the recruitment of small businesses from the pre-designated areas; organizing three technical workshops and a separate one for potential entrepreneurs (in English); and a community forum on “going green” initiatives for businesses.

Duties & Responsibilities:

- Coordinates the recruitment of a minimum of 12 small minority-owned businesses from the pre-designated areas as stated in the Grant Agreement.
- Recruits qualified speakers from the local business community, government agencies, and non-profit organizations to conduct presentations on pre-set topics and dates. These presentations are on a volunteer basis, and are conducted in English.
- Periodically reaches out to community organizations, chambers of commerce, community newspapers and other media, promoting the program to potential participants.
- Recruits potential businesses through the distribution of flyers to grassroots organizations, churches, and other non-profit associations in the designated neighborhoods.
- Recruitment of a minimum of 25 would-be entrepreneurs from the designated areas listed above, to attend a workshop consisting of panel presentations followed by individual counseling sessions. Recruits qualified speakers from the local business community, government agencies, and non-profit organizations to conduct this workshop effectively.
- Assists in the organization of a community forum on the concept of the “triple bottom line” benefit for small businesses. Recruits qualified speakers from the local business community and government agencies to participate in this panel.
- Reviews applications, conducts phone interviews, and maintains periodic contact by phone and email with participants in order to keep them engaged in the program and encourage attendance to all the above events.
- Keeps an on-going correspondence with presenters to keep them informed about the program, enthusiastic about their individual topic, and committed through the end.
- Prepares a preliminary report about the English tract by January 21, 2011.
- Prepares a final report on the English tract of the program by the first week in May 2011.
- Performs duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor’s Degree in Business or related field from a regionally accredited institution and (3) years of job-related experience.
- Possess excellent communication skills, both verbal and written.
- Experience making presentations in front of an audience, speaking in public, and other community outreach activities as required by the job,

- Portrays a professional, business-like image of the College and its programs.
- Proficiency in several Microsoft Windows programs
- Excellent organizational skills are needed in order to meet very specific deadlines and milestones required by the Grant funding this program.
- Able to keep up-to-date records that will aid in the completion of grant reports.
- Ability to work with a multi-ethnic and multi-cultural population
- Ability to relate closely with small business owners from the designated areas as stated in the Grant Agreement.
- Work schedule will vary 25-30 hours per week. Some evenings will be required in order to meet the scheduling needs of the seminars.
- Candidate must have a valid Florida Driver's License and his/her own automobile since light driving is required when making presentations outside of the College.
- Temporary grant-funded position through May 31, 2011

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name