



NALCAB - The National Association for Latino Community Asset Builders is the hub of a national network of more than 170+ mission-driven organizations that are anchor institutions in geographically and ethnically diverse Latino communities in 40 states, Washington DC and Puerto Rico. Members of the NALCAB network invest in their communities by building affordable housing, addressing gentrification, supporting small business growth, and providing financial counseling on issues including credit building and homeownership. As a grant maker and US Treasury certified CDFI lender with offices in San Antonio and Washington DC, NALCAB supports the work of its member network with capacity building resources, capital and policy advocacy, and access to funding and technical assistance. NALCAB's work advances economic equity and inclusivity for low-and moderate-income people.

Program Coordinator – Small Business

Summary

The Program Coordinator position is responsible for performing professional level work to assist with managing grant programs created to build assets in Latino communities across the country. We will rely on you to focus on building the assets of local communities through programs that support entrepreneurship and small business development, affordable housing and financial capability.

Strong writing, project management and critical thinking skills as well as an exceptional attention to detail are essential to meet the expectations of the position.

Don't be discouraged to apply if you don't meet every requirement. Research has shown that women and people of color are less likely to apply to jobs if they don't meet every requirement. At NALCAB we are committed to building an improved diverse and inclusive workplace. We encourage you to apply even if your experience doesn't align perfectly with every qualification listed in this job description. You may be the candidate for this role.

Essential Duties and Responsibilities

To perform this job successfully, the Program Coordinator must be able to perform each of the following essential duties:

- Small business technical assistance and lending knowledge strongly preferred
- Experience in community economic development and asset building
- Proven cultural competency and ability to work in culturally, economically and ethnically diverse environments
- Outstanding written, verbal and interpersonal communication skills
- Proficiency in facilitating and conducting meetings in-person and via virtual meeting platforms
- Strong computer skills, including word processing, spreadsheets, and database programs (Microsoft Office software: Word, Excel, PowerPoint)
- Understand and interpret economic data
- Ability to work independently within a fast-paced environment
- Ability to multi-task, set priorities, and meet deadlines



- Ability to maintain confidentiality of information
- Some travel required

Preferred Experience:

- Bachelor's degree from an accredited four-year college or university; and up to three (3) or more years' related experience
- Knowledge of small business development strategies, urban planning, housing, economic or community development related data
- Knowledge of techniques for providing technical assistance and training to nonprofits
- Previous experience in non-profit sector or working with community organizations
- Bilingual (English/Spanish – strongly preferred)

Position Type

Full-Time

Compensation

\$36,000-\$44,000 commensurate on education and qualifications

Location of Employment

San Antonio, TX

EEO Category

Professional

Benefits

Our commitment to your success is enhanced by our competitive compensation and extensive benefits package including paid time off, medical, dental and vision benefits and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees where people can learn and grow with the organization.

To Apply

To respond to this opportunity, please email resume to:

<https://j.brt.mv/ATS/jb.do?reqGK=27681409>

Also, please add ***Program Coordinator-SB*** in the subject line.

EEO Statement

NALCAB is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and staff without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law.