



Small Business Program Coordinator

The National Association for Latino Community Asset Builders (NALCAB) is a national membership organization representing 200+ nonprofits that serve diverse Latino communities in 46 states, Washington, DC and Puerto Rico. With offices in San Antonio, TX and DC, we are a grant maker and US Treasury-certified Community Development Financial Institution (CDFI). We support our members through training, funding, policy advocacy and resources to amplify the impact of their programs and services. Working together, the NALCAB network is able to affect real change.

NALCAB Network members 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.

Our mission: NALCAB strengthens the economy by advancing economic mobility in Latino communities.

Summary

Under general direction, this position is responsible for assisting with the management 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. This position reports to the Senior Manager of Small Business.

Essential Duties and Responsibilities

- Assist in the planning, organizing, and managing the efficient delivery of an integrated program of grant-making, technical assistance, and training for non-profit organizations to support, strengthen and expand their asset building programs, primarily related to small business development and investment.
- Assist member organizations by helping to strengthen and grow their programs, apply for funding, develop peer-to-peer networks, and identify best practices.
- Assist with grant-making activities including conducting outreach, reviewing grant applications and monitoring grantees.
- Assist in organizing and coordinating events, meetings, webinars, site visits, conference calls and trainings with partners, consultants, member organizations and funders.
- Assist with managing project budgets.
- Contribute to written reports and grant applications.
- Coordinate and facilitate collaborative efforts among multiple nonprofit organizations across multiple markets, including calls, meetings, events, and training.
- Participate in public presentations, external meetings, and community engagement sessions.



- Support NALCAB's federal technical assistance and capacity building work in rural communities and with cities, states and counties related to economic development, small business development and affordable housing programs/projects.
- Participate in and support site visits.
- Conduct self-learning and research of the asset building field, including small business, lending, and economic data.
- Contribute to NALCAB's positive office culture by exemplifying values of Familia – Integrity – Cultural Competence – Collaboration – Innovation
- Other duties as assigned.
- Some travel required.

Qualifications

- High school diploma or equivalent (associate or bachelor's degree a plus).
- Proficiency in office management software (e.g., Microsoft Office Suite).
- Ability to organize and multitask.
- Excellent verbal and written communication abilities.
- Attention to detail and problem-solving skills.
- Some experience in community economic development and asset building
- Small business technical assistance and lending knowledge strongly preferred.

Work Environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Type

Full-Time; Hybrid work with in-person required two days a week.

Annual Compensation

\$40,000-\$49,000 Commensurate with experience

Benefits

We value our employees' time and efforts. 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.

Location of Employment

NALCAB has instituted a flexible hybrid schedule that allows for a remote work schedule along with required days at the office. NALCAB's main office is located at 5404 Wurzbach Rd. San Antonio, TX 78238. Additionally, NALCAB's office in Washington, DC is located at 910 17th NW St. Suite 820 Washington DC, 20006



To Apply

Visit https://insperity.avature.net/en_US/careers/JobDetails?jobId=18344

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.