Mission: Creating pathways to opportunity.

Vision: We envision a community where all people have the power to achieve their economic goals and realize their dreams.

Position Title: Business Pathways Recruiter
Department: Business Pathways: host of the Women's Business Center
Reports To: Program Support Manager
FLSA/ Status: Non-Exempt/ Full Time
Job Grade: 3
Hiring Range: $40,000-$43,500 per year
Revised: July 2020

WHO WE ARE
Mi Casa Resource Center (MCRC) is committed to creating pathways of opportunity for low-income and underserved individuals. For more than 40 years, we have provided nationally recognized workforce, business, and youth development programs throughout Metro Denver. Currently, MCRC educates, trains, and supports youth and adults on their path to economic success. Additionally, MCRC partners with the area’s most respected organizations to provide economic and educational services to assist families to achieve their economic goals and realize their dreams.

MCRC’s suite of business services support entrepreneurs through all stages of business development helping them explore, launch, and grow their business through training and technical assistance, personalized consulting, and holistic support services, with a significant portion of our content provided in Spanish. As the host of Colorado’s only Women’s Business Center (WBC), MCRC partners with the U.S. Small Business Administration (SBA) to help underserved entrepreneurs establish and grow businesses. In our Business Pathways work, we also partner with the US Patent & Trademarks Office (USPTO) to pair low-income inventors in five states with patent practitioners for patent preparation and legal services on a pro-bono (free) basis.

POSITION SUMMARY
MCRC is seeking a dynamic bilingual professional with excellent organizational skills, a passion for small businesses and experience in program coordination to be our Business Pathways Recruiter.

The Business Pathways Recruiter conducts targeted outreach and builds and maintains strategic referral partnerships to connect English and Spanish speaking entrepreneurs and small business owners to the Business Pathways: host of the Women’s Business Center programs and/or other agency services. This position is responsible for recruitment, screening, and enrollment of participants into the different Business Pathways programs as well as channeling prospects for any other MCRC or partner service. The person in this position will analyze data in our Salesforce database to make informed recruitment decisions, have experience in program coordination, and should demonstrate multi-tasking abilities.

KEY RESPONSIBILITIES

**Participant Interaction**
- Responds in English and Spanish to all inquiries about the Business Pathway’s programs and services.
- Conducts targeted outreach, recruitment, screening and enrollment for the Business Pathways (Host of the Women’s Business Center) programming and services.
- Provides information about all-agency programs in response to inquiries from prospective participants and navigates prospects to appropriate MCRC programs and services.
- Conducts follow-up with participants as needed throughout the enrollment process.
- Coordinates with Operations Coordinator and Instructors to ensure applicant’s eligibility.
- Maintains and updates participant files and documentation following required SBA guidelines.

**Operational Tasks**
- Coordinates the process for applications, enrollment paperwork and other required documentation.
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- Ensures completeness and accuracy of information/paperwork collected.
- Maintains accurate knowledge of current and upcoming Business Pathways and agency-wide recruitment needs.
- Collaborates with Operations Coordinator, Navigator and Instructors to ensure effective internal communication regarding classes, workshops and events.
- Identifies and cultivates referral sources and attends outreach events/activities.
- Corresponds with participants to confirm appointments, obtain paperwork and payments.

**Independent Judgement**
- Makes decisions about implementation of most effective operational systems in conjunction with Operations Coordinator.

**Evaluation**
- Evaluates effectiveness of outreach and recruitment efforts to meet enrollment goals.
- Tracks participant information and provides data for reporting.
- Responsible for entering information accurately into agency and government databases.
- Assists with evaluation of program outcomes with accurate data collection and data input.

**Fundraising and Grants Management**
- Participates in fundraising and grants management efforts as needed.

**QUALIFICATIONS**
- Bachelor’s degree in, business, human services, liberal arts, or a related field
- 2-4 years of experience in sales, recruitment, outreach, enrollment or related nonprofit experience
- Bilingual in English and Spanish required
- Background check required
- Availability for flexible schedule with some evenings and weekend
- Highly knowledgeable of Microsoft Office programs; Salesforce knowledge a plus

**KEY COMPETENCIES**
- Excellent interpersonal communication
- Proactive
- Experience working with low-income and diverse communities
- Organization and time management skills
- Flexible and adaptable to a dynamic work environment
- Understanding of small business ownership

*Mi Casa Resource Center is an equal opportunity employer.*

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by August 19, 2020. Interviews may occur as qualified candidates apply.