

JOB ANNOUNCEMENT

Southern California Program Manager - CAMEO

Do you visit your local bookstore more than Barnes and Noble? Do you support local economies driven by local small business owners? Do you understand the power of business ownership to lift up families and help them thrive and reach their version of the California Dream? If so, we are looking for a Program Manager that can increase our capacity to deliver programs.

About CAMEO

CAMEO is California's statewide network made up of over 230 organizations, agencies, and individuals dedicated to furthering microbusiness development in California – 30 of which are CDFIs. Annually, CAMEO members serve about 21,000 very small businesses with training, business and credit assistance and loans. These firms – largely start-ups with less than five employees – support or create 37,000 new jobs in California and generate a total of \$1.3 billion in economic activity.

Our mission is to **grow a healthy, vibrant, thriving environment for all entrepreneurs and start-up businesses by advancing the work of our statewide member network.** Our vision is to **create economic opportunity for all entrepreneurs, to build wealth and strong California communities.**

Description of Position

The Program Manager will track and support the workflow process of member focused projects and programs with a focus on programs located in Los Angeles and Southern California. General duties include program management, technical, clerical, and record-keeping, as well as member outreach.

Micro Moves LA Collaborative Coordinator

Micro Moves is a brand-new entrepreneurial collaborative focused on building a strong ecosystem serving the needs of the business owners in Los Angeles County.

- Assist CEO with strategic plan development
- Compile and maintain a database of contacts, organizations, programs and funding sources
- Plan and implement events to promote the MM Collaborative
- Coordinate meetings and collaboration calls
- Deliver monthly activities report on outcomes and progress
- Support the CEO in other capacities as defined as the collaborative develops

Program Support

- Assist Associate Director with program development
- Provide administrative and logistical support and coordination for meetings, programs, and events including presentation and collateral development
- Assist with event planning at all stages including preparation, logistics, marketing and execution
- Provide day-to-day coordination of programs
- Coordinate with trainers and outside vendors as necessary
- Maintain program files
- Maintain records of participants in all CAMEO sponsored trainings and events
- Assist with program evaluation

Membership and Administrative Support

- Know our members
- Assist with recruitment of new members, assist with engagement
- Provide excellent customer service to external and internal constituents
- Ensure that all member records / contacts are accurate across systems
- Membership drive coordination
- Answer phones, direct calls and answer emails
- Assist CAMEO staff by preparing correspondence, meeting minutes, filing, coordinating meetings and other clerical duties as assigned
- Proofread documents

Qualifications and Skills

- Versatile, resourceful, and collaborative, with a committed work ethic
- Ability to manage concurrent priorities and projects with good follow-through
- Motivated and enthusiastic, with the ability to own projects but able to ask for assistance when needed
- Strong computer skills: Experience with databases (Salesforce a plus), Microsoft Office Suite (Word, Excel, Powerpoint), and mass mailing coordination (mail merge). Knowledge of Adobe Photoshop, Illustrator and InDesign a plus
- Extremely strong attention to detail and professional presentation skills
- Clear and effective written and verbal communication style
- Experience with conference and event planning a plus
- Solid organizational and planning skills and the ability to think strategically
- Ability to think through and create/follow timelines.
- Comfortable with working in a collaborative environment, as part of a team, as well as independently
- Understanding of Micro Enterprise Development Organizations and commitment to the vision of CAMEO
- This position will be based in Los Angeles

Benefits

This is a full-time (40 hours per week) position. Salary is commensurate with experience. CAMEO offers a competitive base salary with comprehensive benefits.

How To Apply

Interested candidates should provide a digital cover letter and resume to cameo@microbiz.org. Applications will be reviewed on a rolling basis until filled. This is a new position that can start immediately. Please note the job title in the subject line of your email.

CAMEO will consider applicants equally without regard to sex, gender, race, age, ethnicity, national origin, disability, marital or veteran status, medical condition, religion, gender identity, sexual orientation, or any other characteristic protected by federal, state, or local law. We reasonably accommodate staff members and applicants with disabilities, provided they are otherwise able to perform the essential functions of the job. Individuals who need assistance or accommodation due to a disability may contact us at cameo@microbiz.org.