



**Title:** Spanish Program Coordinator

**Reporting Structure:** The Program Coordinator reports to the Spanish Program Officer. Consults with Program Manager/WBC Director in absence of Spanish Program Officer.

Women's Economic Ventures (WEV) is seeking a full-time Spanish Program Coordinator based in its Ventura office.

**Position's Purpose:**

An organized and relatable individual who coordinates programs in order to offer WEV clients a broad continuum of business services. This position is an active member of the Spanish program team, focusing on enrollment and participating in collaborative planning processes to deliver impactful programs and services that target WEV's Latino and Spanish-speaking clients.

**Primary Responsibilities:** *This list of duties and responsibilities is illustrative only of the tasks performed by this position, and is not all-inclusive.*

**Recruitment and Enrollment**

- Facilitate one-hour Spanish program orientations throughout various locations the community
- Ensure interested individuals are a good fit for program enrollment
- Conduct Spanish enrollment appointments with interested clients
- Processes, records and manages client payments

**Program Coordination**

- Provide high quality customer service to ensure positive client, volunteer and instructor experiences, and improve the experience of dissatisfied clients
- Act as main contact for clients during entrepreneurial training
- Support instructor through regular communication, assembling materials, weekly check-ins and collaboration to ensure classes run smoothly
- Works with instructors and program team to ensure enrollment documents and attendance records are submitted in a timely manner to be data entered
- Contributes to the planning and implementation of the annual SET class schedule, in coordination with clients, volunteers, and instructors
- Update and edit Standard Operating Procedure (SOP) to align with program development
- Provides front line office reception and management as back-up or in absence of the Program/Development Assistant (telephones, walk-ins, mail, supplies, equipment).

**Marketing**

- Supports WEV's marketing efforts by contributing content and attending networking and outreach events
- Serves as a WEV ambassador in the community through active participation in community affairs; cultivates relationships and builds referral networks in WEV's service areas
- Collaborates with Spanish Program Officer to implement overall marketing objectives and goals for WEV
- Implements messaging strategy and activities to engage clients, partners and influencers and get them talking about the organization
- Coordinates the organization's community presence at events and works towards building and strengthening community relationships

**Volunteer Coordination**

- Builds and maintains relationships with experts in the local business community to serve as volunteer speakers and consultants in classes
- Recruit and schedule volunteers including guest speakers and consultants for training sessions
- Provide follow-up and feedback after volunteers offer their services

**Performance and Success Measures:**

- Success in supporting senior management
- Professionalism and quality of work
- Efficient and supportive interactions with clients
- Accuracy of data entry and record management
- Engagement with WEV's mission

**Required Skills & Qualifications:**

- Bilingual with oral and written proficiency in English and Spanish
- Education: University degree or relevant work experience
- A proactive, pro-solutions professional dedicated to WEV's mission
- Past experience that demonstrates the capacity to work in highly organized manner both individually and collaboratively
- Ability to develop procedures that improve efficiency
- Demonstrated skills in program outreach and client interaction
- Effectively communicate with (orally and written) and make presentations in English and Spanish to diverse audiences including staff, the public, funders and volunteers
- Ability to travel for regional outreach and meetings as necessary (maximum distance between WEV offices)
- Availability to adjust schedule to work regular evenings and weekends
- Proficiency with Microsoft Office suite (Outlook, Word, Excel, PowerPoint)
- Personal, reliable auto transportation and current auto insurance

**Desirable:**

- Interest and exposure to small business development

**Physical Demands:**

- Lift and carry up to 25 pounds without assistance
- Sit at a computer, typing for 60-80% of the time

**Compensation:**

\$20-\$22/hour, depending on experience. Full benefits after 90-day introductory period including health, vision & dental insurance, Simple IRA match plan, vacation & sick days, life & disability insurance.

**To apply:**

Send an email with 'Spanish Program Coordinator— Your Name' in the subject line, along with resume and cover letter, to WEV's Spanish Program Officer at [jobs@wevonline.org](mailto:jobs@wevonline.org). In your cover letter, please describe any personal or professional experience with entrepreneurship, if applicable. No phone calls, please.

**About WEV:**

Women's Economic Ventures (WEV) is a non-profit organization providing training, loans and consulting to entrepreneurs in Santa Barbara and Ventura Counties since 1991. WEV is an Equal Opportunity Employer. While WEV is a non-profit, it more closely resembles a start-up with an entrepreneurial environment. The successful candidate will need to be comfortable in a results-oriented culture, take ownership of their work, and exercise initiative and creativity to be successful.