



Westside Project Navigator

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| Reports to: | Director of Director of Economic Empowerment |
| Job Classification: | Non-Exempt, Hourly |
| Salary: | \$58,000 - \$60,000 per year |
| Schedule: | Full-Time, 40 hours per week |
| Location: | Western Sierra, CA (Amador, Calaveras, Mariposa, Tuolumne) hybrid remote/in-person |

ABOUT THE ORGANIZATION

Sierra Business Council is a nonprofit organization catalyzing and demonstrating innovative approaches and solutions to increase community vitality, economic prosperity, environmental quality, and social fairness in the Sierra Nevada region. Our goal is a diverse, inventive, and sustainable region where the economy is vibrant, the land is thriving, and the communities offer opportunity for all.

With a lively team, our company culture supports a passion for the environment, small business community, advocacy, recreation, and the close-knit communities that characterize the region.

POSITION SUMMARY

The Westside Project Navigator will assist Sierra Business Council's Community Economic Resilience Fund (CERF) team serving as a subregional representative focused on building coalition amongst project participants and governance committees, and planning and facilitating outreach/meetings.

This position requires a self-motivated individual with strong communication (active listening, public speaking, observation, and empathy), written, organizational, and collaboration skills.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

Primary position elements include, but are not limited to:

- Community Outreach
 - Conduct and attend a variety of meetings in support of the small business development and incubation programs.
 - Coordinate with SBC staff and stakeholders across the CERF region to identify, define, and understand the potential of new or emerging industry clusters or the expansion capacity of existing industry clusters that achieve sustainable economic development goals.
 - Serve as a resource to others for data, research, special projects, schedules, and other information pertaining to small business development services.
 - Establish a cooperative and effective liaison with regional economic development professionals, business consultants, bank representatives, and other business assistance agency representatives to facilitate service delivery to clients in the region.
 - Assess, identify, and build network communications with sources of capital investment in the region.
 - Work with business technical assistance providers across the region and identify potential SBDC consulting opportunities and training, including use of facilities, and details required for on-site visits to the center.
- Reporting
 - Resolve issues, provide reports, and ensure program objectives and policies are properly implemented.
 - Prepare, present, and coordinate reports and records required by various agencies.
 - Prepare drafts of region's monthly reports.
 - Work with Fiscal Agent to ensure compliance with grant guidelines.

- Administration
 - Ensure compliance with CERF grant guidelines including accurate reports of time and effort, inclusion of underserved community groups, tracking of outreach efforts and public meetings, timely reporting to state agencies.
 - Identify and develop project proposals and priorities in the eastern Sierra region.
 - Follow up on activities and project evaluation reports to facilitate service delivery and assessment.
 - Work with SBC CERF team to ensure inclusion of all stakeholders

* Position overview is not construed to be an exhaustive statement of duties, responsibilities, or requirements. Employee may be required to perform other duties and special projects as assigned.

MINIMUM SKILLS & QUALIFICATIONS

- Must be at least 18 years of age.
- Bachelor's degree or equivalent experience in the nonprofit, private, or public sector.
- Knowledge of community issues.
- Ability to communicate about climate, transportation, land use, and/or public health and planning standards.
- Proficiency at being collegial and collaborative including forming and maintaining partnerships with diverse stakeholders and constituencies.
- Understanding of project coordination and budgeting functions.
- Experience engaging and incorporating the perspectives of multiple communities, including communities of color, into the impacts and outcomes of decision-making processes.
- Excellent time management and organizational skills with ability to handle/prioritize multiple project assignments simultaneously within stringent time constraints.
- Excellent professional verbal and written communication skills including strong interpersonal and intercultural communications skills, and ability to participate in public speaking events.
- Must have a positive attitude and be flexible and adaptable.
- Ability to work independently with limited supervision as well as with a team.
- Ability to maintain excellent working relationships with stakeholders, clients, and team members at all Organizational levels.
- Computer literate and proficient with MS Office Suite, experience with Google Suite a plus.
- Must be able to follow organizational policies and procedures.

EMPLOYMENT REQUIREMENTS

- Must possess a valid California driver's license; clean DMV record; a reliable, properly registered personal vehicle; and liability insurance with the state required insurance minimums.
- Must be able to pass a pre-employment background screening.
- Must be able to provide proof of eligibility to work in the U.S.
- Willingness to travel within project region, possibly overnight.

PHYSICAL REQUIREMENTS AND WORK CONDITIONS

- Must be able to perform essential functions of the job satisfactorily (with or without reasonable accommodation due to disability)
- Continuously and Repeatedly:
 - Finger/fine dexterity, wrist motion, flex wrist, grasp/squeeze, handling/gross dexterity, feel, use hand-eye coordination, use foot-hand-eye coordination, reach at shoulder or below, hear, talk, and sit



- Near vision
- Occasionally:
 - Reach above shoulder, stoop, kneel, balance, bend, twist body, turn body, walk, and stand
 - Midrange vision, far vision, depth perception, color vision, field of peripheral vision
 - Use a ladder, lift, carry, push, or pull a minimum of 25 lbs.
- Handle typical office environment conditions and noise levels
- May be exposed to dust, loud noises, moving mechanical parts, cleaning chemicals, vibration, and outdoor weather conditions

BENEFITS

- Medical, Dental, and Vision Insurance
- 401k Participation
- Paid Time Off (PTO) & Paid Holidays

TO APPLY:

Please email your cover letter and resume to careers@sierrabusiness.org with the position title in the subject line.

Sierra Business Council is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, gender identity, age, national origin, disability, genetics, marital status, sexual orientation, or protected veteran status, as well as any other characteristic protected by federal, state, or local law.