

POSITION TITLE: Prosperity Project Trainer/Coordinator

SUPERVISED BY: Director, Prosperity Project

SUPERVISES: Prosperity Project Loan Specialists

SALARY: \$42,000 to \$50,000 depending on experience

SALARY STATUS: FLSA Exempt (Salaried)

ORGANIZATION: Opening Doors is a nonprofit organization that helps refugees, survivors of human trafficking and other underserved Sacramento area residents to achieve self-sufficiency and increased assets by accessing opportunities to mainstream economic, legal and social systems. We do this by providing safe places, skills development, business training and loans, immigration legal assistance and connections to community resources. Opening Doors' Prosperity Project is dedicated to assisting refugees, immigrants and other underserved Sacramento area residents to increase their self-sufficiency through microenterprise development and increased financial capability.

SUMMARY: The Trainer/Coordinator will be responsible for:

- Coordinating and administering Prosperity Project economic development activities including small business development and micro-lending, training and technical assistance to entrepreneurs, and the refugee child care business project.
- Building and overseeing an expanded training and technical assistance program for Prosperity Project clients, and providing or coordinating quality training and technical assistance.

RESPONSIBILITIES include, but are not limited to:

- Manage loan specialist team, assuring that they achieve their loan business development goals; mentor/monitor them in their pre- and post-loan technical assistance activities.
- Oversee loan closings.
- Provide mandatory technical assistance sessions to all new borrowers, assessing their needs and developing training/technical assistance plans.
- Manage the microloan underwriting process with the Microloan Management System and loan management with DownHome software.
- Administer daily financial activities associated with lending, including check request for loans, borrower payments via ACH, loan loss reserve accounts including the California Capital Access Program, etc.
- Oversee collection activities, beginning by building strong relationships with the borrowers through the technical assistance process. Work with loan specialists to follow up with delinquent payers as appropriate.
- Develop and maintain partnerships and collaborations with non-profit, private, and government small business assistance programs.
- Select, develop, implement, and oversee data tracking and project evaluation tools to monitor project outputs and outcomes.
- Develop and launch enhanced training and technical assistance programs for borrowers and potential borrowers.
- Develop training opportunities; schedule them, line up venues, presenters, materials; provide training or assure that training is provided in accordance with appropriate standards.
- Develop and/or manage training activities which could include e-blasts, borrower bulletin, webinars, and print materials.

- Coordinate provision of training or technical assistance provided by outside vendors, establishing relationships with vendors and handling contracts.
- Oversee (and carry out as needed) recruitment of borrowers for training/technical assistance activities.
- Provide training resources and mentorship to Refugee Childcare Program Specialist.
- All other duties assigned by supervisor/manager.

QUALIFICATIONS:

- Bachelor’s degree in business or finance-related field (preferred), or relevant work experience required.
- Adult education, business training, coaching, or counseling experience.
- Experience working with underserved communities required. Experience working directly with immigrant or foreign-born populations a plus.
- Strong knowledge of microenterprise technologies and small business management concepts.
- Program coordination or management experience.
- Data management experience.
- Business lending experience a plus.
- Strong program development skills.
- Proficiency with computers, data entry, and navigating Microsoft Office (Outlook, Word, and Excel) software.
- Excellent written and oral communication skills. Strong interpersonal communication skills.
- Self-motivated, able to work in a team and independently.
- Experience working as an integral part of a multi-cultural team.
- Excellent organizational and time management skills. Detail oriented, able to multitask and meet competing deadlines.
- Strong work ethic, professional attitude, and dedication to the program.
- Adheres to highest standards of client confidentiality.
- Owns a well-maintained personal vehicle, a valid California driver’s license, good driving record, and active vehicle insurance.
- Eligible to be bonded.

Physical Requirements and Work Environment:

The following demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Prosperity Economic Development Coordinator position. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions. While performing this job, the employee is required to sit often and use their hands and fingers; handling, feeling, and manipulating keys on a keyboard. The employee is occasionally required to stand or walk; reach with arms and hands; lift approximately 30 pounds on occasion; and stoop, kneel, or squat. Employee is also required to drive personal vehicle on occasion. The noise level in the work environment is usually quiet to moderate.

HOW TO APPLY: Interested candidates should email a resume and cover letter to: info@openingdoorsinc.org. Include “TRAINER/COORDINATOR – [Your name]” in the subject line. No phone calls please.