



## **Job Announcement – AnewAmerica Women’s Business Center COVID-19 Response Center Director – San Jose**

### **Background**

AnewAmerica is a non-profit 501(c)(3) that provides training, business incubation and technical assistance to targeted communities for economic and social empowerment through a focus on entrepreneurship, asset building, social responsibility and civic engagement. We work with traditionally challenged communities, which include new Americans (new citizens, refugees and immigrants), women, minorities and low to moderate income households, to empower them to make their American dream a reality while contributing to the economic growth and social capital of their communities.

### **Position Summary**

The AnewAmerica Women’s Business Center (WBC) COVID-19 Response Center Director, Oakland leads our COVID-19 Response Center in the South Bay to plan, organize and deliver targeted services to small businesses that have been impacted by COVID-19. The goal of the center is to assist businesses with counseling and training in order to help them pivot their business and be resilient during this time. In addition, the center provides training and resources on COVID-19, cyber security, business continuity, remote working, technology and other topics that will help businesses survive and thrive during this current crisis and be better prepared for the next one. This is a 12-month center and the position will be a fixed term position for 12 - month. This center is made possible through funding by the U.S. Small Business Administration. The center serves as an extension of services by our Women’s Business Center in San Jose. The position reports to the CEO of AnewAmerica.

### **Qualifications**

- A background in business, program management, marketing, banking or financial management with at least four years of direct experience in the private or non-profit sector.
- Bachelor’s degree.
- Computer literacy is required, being adept using PCs with a Microsoft Office Suite (especially Excel), Adobe products, and internet research.
- Experience managing a federal grant program or previous work with the SBA is a plus.
- Experience leading teams and managing partnerships with various stakeholders.
- Market knowledge of the South Bay communities in the areas of businesses and residential communities is desirable.
- Experience working with small businesses in a consulting and/or advisory role is highly desirable.

- Bilingual in Spanish is highly desirable.
- Ability to interact with people of all ages and cultural backgrounds.
- Experience in working and deliver services to small business is highly desirable.
- Ability to work in an environment of ambiguity and being able to be proactive.
- Experience in small business banking and/or banking industry in training, lending, sales or service is highly desirable.

### Key Role & Responsibilities

This position is a leadership role in a small non-profit organization. The COVID-19 Response Center Director is responsible for all aspects of planning, organizing, and implementing the goals of the COVID-19 Response Center. The Director ensures that business clients at various stages of recovery due to COVID-19 receive the services and resources they need to help them succeed and be resilient. The position also has a visible public role with extensive community relations activities, including interacting with other service agency partners and community stakeholders. The COVID-19 Response Center Director works with clients both directly and indirectly through counseling, training and other activities to support the resiliency of impacted small businesses.

Key skills and abilities for a successful director include:

- Strong interpersonal skills and the ability to work with/support a diverse base of small business clients.
- Adept at training others in key business areas and being able to use creative and strategic skills to tailor training to help businesses respond and survive during the current situation.
- Adept at providing business counseling/technical assistance to small business clients, especially those facing challenges to their business.
- Comfortable speaking to small and large groups.
- Creative in their ability to design and market the COVID-19 Response program through a variety of methods and channels.
- Organized in record-keeping and reporting. In particular, detail-oriented and responsive to SBA and federal reporting deadlines.
- Collaborative, able to build positive peer relationships with many government offices, non-profit agencies, and other community stakeholders in the South Bay area.
- Strong relationship-building and relationship-management skills with all stakeholders (e.g. employees, clients, and partners.)

### Salary and Benefits

Salary depends upon experience. This is a **fixed 12-month position**. AnewAmerica offers both Health and Dental insurance benefits to full-time employees after introductory period of employment. This currently includes Employer paid monthly premiums for Health and Dental.

**TO APPLY**

Please read the full job description, and apply by sending a signed cover letter, resume, and references to [jobs2@anewamerica.org](mailto:jobs2@anewamerica.org). Please use “COVID-19 Response Center Director, San Jose.” in the subject line. Applications accepted until position is filled.

**AnewAmerica is proud to be an equal opportunity employer and considers all qualified applicants without regard to race, gender, disability, veteran status or other protected category.**

