

PVCDC Microenterprise Outreach Staff II:

Reports to Microenterprise Program Supervisor.

Responsible for ensuring Micro Enterprise outreach and Technical Assistance by:

1. Maintaining an overall data base of services, including initial contacts, follow-up visits, and micro-enterprise business reporting of outcomes.
2. Contacting micro-enterprises located throughout the City of El Paso as assigned.
3. Providing initial assessment as to eligibility for CDBG services following HUD guidelines.
4. Providing initial evaluation with Microenterprise owner of priority areas for technical assistance, such as bookkeeping, marketing, access to capital, regulatory compliance, or other identified areas of concern.
5. Providing direct training in DOME books manual accounting, computerized DOME book system, or QuickBooks as appropriate.
6. Providing marketing assistance and guidance.
7. Assisting with developing written business plan.
8. Assisting with access to capital through LiftFund and/or other established and regulated micro-lenders.
9. Tracking evaluation outcome reporting to ensure accuracy and quality assurance.
10. Providing other services as required.

Requirements: Culturally and linguistically competent in communicating with mono-lingual Spanish and limited English proficient clients. Understand basic microenterprise business issues and strategies to address them. Familiar with DOME book (manual and computerized) and QuickBooks. Direct entrepreneurial experience at individual microenterprise level as owner. Degree in marketing, business administration, or strategic planning.

Excellent Spanish communication skills, able to use Excel and Word extensively, well organized and able to manage multiple data tracks, basic internet research skills, easy verbal communication and collaborative working style.

Able to lift up to 20 pounds. Able to comfortably see and read documents with corrected vision or other aids. Texas Driver's license, liability insurance as required by Texas law, access to reliable personal vehicle (mileage is reimbursed).

To apply to the position please send your resume to
Paloma Medina – p.molina@pvida.net