



**TITLE:** Small Business Development Center (SBDC) Administrative Coordinator

**REPORTS TO:** SBDC Director

**JOB STATUS:** Full-time, Non-exempt

*Are you looking for an opportunity where you can put your coordination, strong communication and enthusiasm to work for an organization that helps businesses grow and thrive?*

*Are you entrepreneurial and want to learn the many ways local, state, federal and not-for-profit networks can help start-ups succeed?*

*Do you lean towards building networks and communities through email, social media, flyers, posts and gatherings?*

*Do you prefer work that ebbs and flows versus just showing up to do finitely defined tasks?  
If you have answered yes to all of the above, we want to meet you!*

### **Who are we? | Illinois Small Business Development Center**

The Illinois Small Business Development Center at Chinese Mutual Aid Association is funded in part through a cooperative agreement with the U.S. Small Business Administration (SBA) and the Illinois Department of Commerce & Economic Opportunity.

### **Who is our wonderful host organization? | About CMAA**

Chinese Mutual Aid Association (CMAA) is a fast-paced, community-based, 501(c)(3) nonprofit organization, dedicated to fostering the integration of the low-income, Pan-Asian immigrant and refugee community into the United States. Established in 1981, CMAA has been a cornerstone of the Uptown community, providing programming for generations of low-income youth, adults, and senior citizens. We offer direct services, including afterschool & youth mentorship programming, job training & placement, elder care services, and social services such as citizenship & housing services.

### **The role as our Administrative Coordinator | Job Description**

The Chinese Mutual Aid Association (CMAA) is seeking a highly flexible and adaptable individual who can serve within our Small Business Development Center (SBDC) program. This individual will need to have great communication and interpersonal skills to work with clients in SBDC.

The SBDC coordinator position will be responsible for the day-to-day operations of the SBDC. The position calls for a wide variety of administrative skills due to the diversity of clientele the center serves such as creating and disseminating educational workshops, marketing collateral, and generating e-newsletters. You will support the Director of SBDC at CMAA in providing new information opportunities to small businesses. This information may affect hundreds of small businesses. Therefore, it is of the utmost importance that client confidentiality be maintained.

This role is currently remote with one to two days in-office meetings each week.

### **Essential Functions & Responsibilities**

- Help coordinate and market all SBDC programs and activities
- Maintain client records and program tracking on the required database system;
- Refer clients to appropriate resources and service providers as necessary;



- Collaborate with other small business support organizations including the SBA, other SBDC's, funders/lenders, and other small business programs
- Maintain a current reference library and database as required by the SBDC program
- Maintain current data on private sector consultants for referral to members of the small business community
- Promote the SBDC and the needs of the small business community
- Performs other duties as assigned by Supervisor

#### **MINIMUM QUALIFICATIONS**

- Knowledge of administrative and clerical procedures. Familiarity with PowerPoint and CRM is a plus!
- Knowledge of computers and data entry is required. Working knowledge of MailChimp and Canva is a plus.
- Strong interpersonal skills, including the demonstrated ability to work effective with community organizations, colleagues, business partners, and community stakeholders
- Strong Excel skills, including, V-lookups, linked sheets, and formatting for reporting is very important.
- Extreme attention to detail, specifically in regards to transaction details and proper filing.
- B.A. or B.S. degree in business, economics or another relevant field is a plus

#### **Application Process**

Interested candidates should send a cover letter and résumé to [humanresources@chinesemutualaid.org](mailto:humanresources@chinesemutualaid.org). In the subject line of the email please title it, "SBDC Administrative Coordinator" In the body of the email, please include where you saw or heard about the job opening.