

JOB DESCRIPTION

Director of Hispanic Entrepreneur Engagement

Classification: Exempt

Category: Regular full-time

Wage Type: Salary

Reports to: Chief Growth Officer

Summary/Objective

The Director of Hispanic Entrepreneur Engagement is in an integral part of the CEP's Business Creation initiative and efforts to implement its mission. The position is responsible for the operation of Silver Springs Shores Incubator facility and implementation of support programs for our clients. This position will contribute as available to all areas of the CEP. This position would be expected to work as a part of the Business Creation Team and to work closely with the Business Services staff and the Director of Finance & Operations. The Director of Hispanic Entrepreneur Engagement is expected to assist with various CEP programs, meetings and events as available.

Essential Functions

- Serve as the primary contact for residents of the Silver Springs Shores Incubator, potential residents, and the public.
- Campus property management including janitorial, maintenance, supplies, and repairs
- Ensure the facility is operating properly and addressing needs as they arise.
- Providing information to potential residents including requirements, obligations, and processes for becoming a tenant
- Communicate regularly with residents on needs and interest
- Work with the Director of the IMPACT Initiative on Spanish speaking programming for entrepreneurs.
- Collects rent and coordinate information with Director of Finance
- Meet with Entrepreneurs one-on-one and in group settings to provide counseling and technical assistance. Tracking and reporting required.
- Complete and file various reports with partners and funders
- Track metrics and benchmarks as required for grant reporting.

Interaction

This position will contribute as available to all areas of the CEP. This position will work as a part of the Business Creation team and to work closely with Job Creation team. The Director of Hispanic Entrepreneurship Services is expected to model the CEP approach by assisting with various CEP programs, meetings, and events as available.

Competencies:

- Bilingual in English and Spanish
- Customer/Client Focus
- Decision Making/Problem Solving
- Facilitation & Communication
- Planning and Organizing
- Ability to Multi-task
- Strategic Focus

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In this position, the employee is required to have close visual acuity to perform an activities such as: preparing and analyzing data and figures; typing, and viewing a computer terminal. The employee will occasionally need to lift equipment and office supplies up to 40 pounds. The employee is frequently required to sit, stand, talk and hear.

Expected Hours of Work

Work hours are eight hours per day, totaling forty hours per week. In general, the normal workday begins at 8:00 a.m. and ends at 5:00 p.m., Monday through Friday, which allows one hour for lunch. However, duties of this position may frequently require the incumbent to be available beyond the traditional work hours.

Travel

Local travel to various businesses and event venues is required. Occasional out-of-town travel will be required for meetings and conferences.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Applying

Send your cover letter and up-to-date resume to Heather@OcalaCEP.com with the subject line **Director, Hispanic Entrepreneur Engagement.**

Date Created/Revised: June 12, 2023