

Organization: California Asian Pacific Chamber of Commerce (CAPCC)

Job Title: Project Coordinator

Report to: Director, Southwest Small Business Transportation Resource Center (SBTRC)

Department: Department of Programs

DESCRIPTION

The Project Coordinator will support the Department of Programs to ensure all project activities are implemented effectively and efficiently, and all goals are successfully met. The Project Coordinator will serve as a liaison to small business owners and entrepreneurs on behalf of the CAPCC, with the goal of educating, training, and preparing these businesses for contract opportunities in the public sector and increasing small business participation in the electric vehicles (EV) market ecosystem. This position will work closely with the Small Business Transportation Resource Center Director and staff to assist businesses that are classified as economically and socially disadvantaged, and / or underserved to assure understanding and readiness to bid on public sector infrastructure contract opportunities. The position will support the Technical Assistance Program project by providing EV market research, strategic partnership building, event outreach and logistics support, and reporting.

The position will support the following areas of programming: research to assess market conditions, opportunities, and identify target businesses; the delivery of training and educational programs, including bond certification; coordination with external partners, including strategic partners and service providers; and development of content for program reports, and digital media platforms (incl. LinkedIn, Facebook, Instagram, Twitter), especially as relates to collecting testimonials and data to develop success stories featuring clients served by CAPCC.

The ideal candidate will have a demonstrated passion for helping people, possess exceptional written and verbal communication skills, experience in project management and conducting research, knowledge of basic marketing principles, and enjoys working in a dynamic service driven environment.

Duties/Responsibilities:

- Contribute and assist the program teams with developing weekly, monthly, quarterly, and final reports associated with specific programs for internal and external stakeholders
- Research, contact and engage business owners and enterprises for participation and follow up before and after events/activities to guide them through the programs and center intake process, including the creation of client profiles and needs assessment for each business

- Conduct research and interviews to gather information on current trends, opportunities, and key issues relevant to the projects under the Programs Department
- Support program teams with data collection and follow up with clients for interviews and information gathering to inform reports, shape impact and identify success stories
- Coordinate and manage relationships with external partners to ensure that they are prepared to support the success of the department's programs through marketing, training, and outreach support
- Support the entries and input for the CRM database tools used by the Department of Programs, including both Salesforce and Neoserra
- Collaborate with teams across the programs department to create content for marketing and outreach materials
- Assist program team leaders with development and delivery of training and project activities, including market research, outreach, and follow up for scheduled events across all programs
- Other duties as assigned by the SBTRC Director in support of program goals

Qualifications and Experience

- Bachelor's degree preferred or completion of related college courses.
- Minimum of 2 years proven experience with event planning or execution of in-person and virtual events
- Minimum of 2 years proven experience in creating strong, engaging marketing and digital media content. Basic understanding of SEO principles is a plus.
- Excellent communication skills, both written and verbal
- Self-starter with strong initiative to assist with problem-solving in support of programs and team members
- Excellent customer / client service skills
- Demonstrated excellence in writing, proofreading, and editing
- Proven research, organizational, and time management skills
- The capacity to work independently and collaboratively
- Ability to work efficiently and independently without compromising quality or accuracy.
- Proficiency in using MS Office and related tools
- Experience working with state or federal grant-funded programs highly desirable

APPLICATION PROCESS

Position open until filled. Submit CV with cover letter by email to bmelecio@calasiancc.org.