



## Oregon Native American Chamber Position Description

**Job Title:** Business Intake & Marketing Coordinator  
**Classification:** Part-Time, Non-Exempt  
**Salary/Wage:** \$18-25/Hour  
**Location:** Portland, OR  
**Closing Date:** July 31, 2017

### OVERVIEW

The ONAC Business Intake & Marketing Coordinator is responsible for the coordination of ONAC programming related to marketing and outreach, business intake, and referral to business services.

The role is equal parts heart and mind requiring leadership and passion about Native American communities AND the keystone that is small business ownership. The ONAC Business Intake & Marketing Coordinator is accountable for initial business outreach, community relations and overseeing general day-to-day program operations. The ONAC Business Intake & Marketing Coordinator works closely with service providers, tribal organizations, Native American serving organizations, and other network members and acts as a liaison for the organization to the greater community.

The intake & marketing coordinator is dedicated to the mission of ONAC. It is a part-time hourly position and reports to the Director of Operations.

### KEY RESPONSIBILITIES

- Provide direct administrative support to the ONAC board and management staff
- Recruit entrepreneurs, micro-enterprises, and small businesses
- Develop and maintain records of all intake and liaison activities
- Facilitate liaison referral to service providers/programs
- Preparation of monthly reports on intake and liaison activities
- Develops and ensures solid working relationships with community partners, government agencies and all other service providers
- Facilitate, coordinate and attend trainings and other events
- Assist in planning, design and implementation of a communications program to disseminate information about ONAC and the ONE Coalition programming
- Assists Director of Operations with other duties as necessary.

### SKILLS REQUIRED

- Demonstrate successfully working in non-profit, small business development and Native American communities
- Public-speaking, networking, building and maintaining relationships
- Computer proficiency: MS Office, Adobe Creative Suite
- Market and promote programs



## QUALIFICATIONS

The **Business Intake & Marketing Coordinator** is expected to work effectively and efficiently with a diverse range of individuals, agencies, and tribes. Candidates should be effective communicators and troubleshooters, enthusiastic, self-motivated, adaptable, and able to complete assigned tasks with a strong sense of responsibility.

- Excellent organizational skills, with the ability to prioritize tasks and manage multiple tasks simultaneously
- Strong oral and written communication skills
- Strong computer skills and knowledge of office technology/equipment
- Ability to work calmly and effectively in stressful situations
- Punctual, dependable and dedicated to achieving operational goals
- Discreet, ethical and committed to maintaining a high degree of confidentiality
- Skillset in project management and planning capabilities
- Ability to read and understand standard business documentation (e.g.contract language)
- Proven ability to work on several projects simultaneously and under tight schedules
- Moderate proficiency in web-based applications
- Knowledge of data collection and interpretation is preferred

## EXPERIENCE

- 2-4 years working with non-profit organizations or tribal organization(s) preferred
- Associate degree in Business Administration or related field preferred
- Evidence of direct experience to match the stated qualifications

## WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position will work under normal business office conditions. This position's primary office will be located at the ONAC office in Portland, Oregon with the ability to work remotely as necessary.

## PHYSICAL DEMANDS

The tasks of this position are normally performed while sitting at a desk, often using a computer. Mobility is required to attend meetings, attend training and workshops, and to accomplish other necessary tasks. The periodic ability to travel independently to various locations within the Pacific Northwest region is required. Regular lifting of up to 10 pounds, and occasional lifting of up to 25 pounds is expected. Must be able to maintain an excellent attendance record.

## APPLICATION PROCESS

Hiring preference will be given to qualified enrolled citizens of federally recognized Tribes or Native Alaskans.

Send a letter of interest and resume and please include at least three professional references.

**Send to:**

**Email: [support@onacc.org](mailto:support@onacc.org)**

**Subject Line: "Business Intake & Marketing Coordinator Job Announcement"**

**Attention: James Parker, Director of Operations**