



**OREGON NATIVE
AMERICAN CHAMBER**

OREGON NATIVE AMERICAN CHAMBER Position Description

Job Title: Small Business Resource Navigator
Classification: Part-Time, Non-Exempt
Salary/Wage: \$23-27/Hour
Location: Oregon

OVERVIEW

The ONAC Small Business Resource Navigator is responsible for the coordination of ONAC programming related to marketing and outreach, business intake, and referral to business services serving Oregon.

The role is equal parts leadership and passion for Native American communities WITH the keystone being care for small business ownership. The ONAC Small Business Resource Navigator is accountable for initial business outreach, community relations and implementing general day-to-day program requirements and reporting. The ONAC Small Business Resource Navigator works closely with the Program Manager, Program Coordinator, technical service providers, tribal organizations, service providers to Native American communities, and other network members The Resource Navigator will be a liaison for ONAC to the PDX community.

The Small Business Resource Navigator is dedicated to the mission of ONAC. This is a part-time hourly position and reports to the Technical Assistance Program Manager.

KEY RESPONSIBILITIES

- Provide direct support to the Small Business Entrepreneurs and technical service providers.
- Market to and recruit entrepreneurs, micro-enterprises, and small businesses
- Develop and maintain relationships to small business throughout the process lifecycle
- Develop and maintain and report records of all intake and liaison activities
- Provide small business referrals 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 organizational programming
- Assists T/A Manager with other duties as necessary.
- Ability to work independently and formulate personal structure for workload and deadlines.



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SKILLS REQUIRED

- Demonstrate interest in working in the non-profit, small business development and Native American communities
- Public-speaking, networking, building and maintaining relationships
- Computer proficiency: MS Office, Adobe Creative Suite, Database management, Google Suite, Project Management Software & Platforms
- Marketing and Communication
- Self-starter and internal motivation
- Cultural sensitivity and awareness

QUALIFICATIONS

The Small Business Resource Navigator is expected to work effectively and efficiently with a diverse range of individuals, agencies, and tribes. Candidates must 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
- 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.



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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

Subject Line: "PDX Small Business Resource Navigator Job Announcement"

Attention: Amber Faist