

**PROGRAM MANAGER
LATINO CHAMBER OF COMMERCE OF BOULDER COUNTY
LA CAMARA DE COMERCIO LATINA DEL CONDADO DE BOULDER**

La Cámara de Comercio Latina del Condado de Boulder seeks a highly-motivated, organized, qualified individual to effectively manage daily programs and operations. Must possess strong interpersonal skills, ability to provide leadership, and demonstrate passion for supporting the traditionally underserved. Responsible for budgeting, long-range planning, marketing, and membership development. Seeking candidate with two to five years successful experience in chamber of commerce, business ownership, and/or non-profit organization. The candidate will need to demonstrate ability to grow and retain membership and increase revenue for special events. Flexible to work some evenings and weekends.

Summary

Supports the Latino Chamber of Commerce toward its mission. Works with, and under supervision of, the Board of Directors on policy making for the organization. Along with the Latino Chamber of Commerce Chair, acts as the primary spokesperson for the organization. This position reports to the Chair of the Board of Directors. An employee performance review will be conducted after the 90-day probationary period.

General Role

- Liaison for the Board of Directors and external representative of the organization;
- Implements plans and initiatives set forth by the Board of Directors;
- Assists Board of Directors with growth and development of the organization;
- Manages outreach, benefits, and technical support to membership and Latino business community;
- Performs administrative functions and daily operations for the organization.

Duties & Responsibilities

- Effective management of daily operations of the organization including implementation and administration of the policies and programs established and/or approved by the Board of Directors;
- Works with Board of Directors to establish goals;
- Develops annual budget and work program designed to achieve goals and presents to Board of Directors for approval;
- Oversees creation of financial reports by Board Treasurer, and bookkeeper/accountant (when available), prepares monthly finance packet for Board of Directors;

- Attends all meetings of the membership, Board of Directors, designated committees and others as warranted by the nature of the operation of the organization;
- Establishes and maintains ongoing effective communication with members, government leaders, business and institution leaders, local, regional, state, and national peer groups, as determined and assigned by the Board of Directors;
- Assists with the development of and oversees, with the appropriate LCC Committee, all digital and printed marketing & communications distributed by the Latino Chamber of Commerce;
- Represents the Latino Chamber of Commerce, as assigned by and along with Board of Directors and other staff (when available), at local, regional, state, and national meetings and conventions to foster the betterment of the Chamber's mission;
- Develops and maintains effective organizational strategies ensuring all Chamber activities are implemented within established policies, guidelines, laws, and ethical practices;
- Develop and maintain a network of peers through regional and national professional organizations;
- Visits or contacts potential and existing members to update and propose benefits and costs of membership and to describe objectives and advantages of Chamber membership;
- Plans and Develops programs as directed by the Board of Directors, specifically one designed to provide direct outreach & support services to Latino-owned businesses, and one that augments workforce development for Latinos in Boulder County.

Requirements

- Four-year degree from an accredited academic institution;
- Minimum 2 years of related experience;
- Knowledge of marketing, business theories, practices and procedures;
- Knowledge of budget development;
- Strong interpersonal skills and ability to provide leadership;
- Experience in supervision with proven ability to recruit and develop, motivate and empower staff to accomplish goals and objectives;
- Extensive knowledge of information technology as applied to the industry;
- Vision for long-range planning while focusing on the day-to-day needs of the organization;
- Results-oriented leader whose key objective is to build consensus and create "win-win" scenarios for given situations;
- Valid Colorado Driver License;
- Spanish/bilingual required;
- References and background checks will be performed for top candidates.

Compensation

- This is a full-time, salaried, exempt position with some evening and weekend commitments;
- \$55K – \$70K, salary commensurate with experience;
- Benefits offered after 90-day probationary period.

Benefits

- Flexible Schedule
- Tuition Reimbursement
- Paid Time Off
- Parental Leave
- Professional Development Assistance
- Mileage Reimbursement

Location

- Boulder County, Colorado

How to apply

Interested candidates will email a résumé and cover letter to info@latinochamberco.org, with the subject line “Candidate - Program Manager”, by Nov 30th.