



## Entrepreneurship Navigator

### **About the Organization**

Canal Alliance exists to break the generational cycle of poverty for Latino immigrants and their families by lifting barriers to their success.

Every day, we work to educate, empower and support motivated immigrants to better meet their needs—from feeding their families and advancing their education, to learning English and becoming American citizens. Canal Alliance strives for a trauma-informed approach and inclusive culture. We invest in high quality services, professional development and work-life balance.

### **Position Summary:**

Canal Alliance is seeking an Entrepreneurship Navigator. The Entrepreneurship Navigator focuses on Small Business, Taxes, and COOP development. It provides guidance, coaching and support to adult clients in our Economic Mobility program. This position is responsible for ensuring that clients reach the desired outcomes and provides overall support and coordination for Economic Mobility. A successful candidate is passionate believer in the power of education to improve the lives of immigrants and their families. The Entrepreneurship Navigator reports to the Entrepreneurship Supervisor. This is a full-time, non-exempt position. Candidates should have the ability to work Monday-Friday from 9am-5pm PST, including occasional evenings and Saturdays. This is an in-person role with occasional hybrid opportunities, it requires proof of Covid-19 vaccination. Candidates must live in the State of California.

### **Essential Functions:**

- Deliver an adult Economic Mobility program that produces the desired student outcomes
- Provides case management and progress monitoring for about 40-50+ students
- Identify needs of program participants and arrange for access to support services
- Support clients through program entry, business growth, and track their progress after graduation
- Coordinate career financial activities in partnership with the Entrepreneurship Supervisor and outside partners
- Engage students/clients in their education through regular communication and empowerment
- Work in partnership with Adult Education, College to Career, and outside organizational partners
- Records student/client information and case notes in Salesforce



- Monitor student/client progress and input data correctly into Salesforce
- Coordinates tax volunteering with support from the Entrepreneurship Supervisor
- Implements outreach strategy, focused recruitment, student enrollment process, and placement
- Participate in team, agency and partner agencies meetings
- Conducts follow up assessment to measure clients' progress
- Other duties as assigned by supervisor

### **Requirements**

- 2 years of work experience in small business and entrepreneurship.
- Associate/Bachelor's/Masters degree with emphasis in training, marketing or business or equivalent combination of education and experience may be considered.
- English and Spanish fluency **Required**

### **Knowledge, Skills, and Abilities**

- Knowledge of entrepreneurship and economic mobility
- Ability to develop a local network of support and resources for small businesses
- Ability to use cultural responsiveness with clients and staff
- Ability to establish positive and cooperative relationships with students/clients, staff, and partners
- Emphasize outreach and support to business owners and entrepreneurs who have historically had challenges accessing services and capital
- Ability to collect, analyze and use data at the student/client level
- Ability to focus on results and inspire others to do the same
- Ability to effectively communicate information both verbally and in writing
- Ability to take initiative and go beyond expectations in the assignment, task, or job description
- Ability to function with supervision, follow directions, handle multiple tasks simultaneously, and manage stressful situations effectively
- Strong time management and organization skills

### **Compensation & Benefits**

This is a full-time, non-exempt position with benefits. We offer a competitive salary with a benefits package that includes:

- Hourly pay of \$26/hour
- 3 weeks paid vacation per year
- 12 days of sick leave per year
- 4 Wellness Days per year (one per quarter)
- Paid Birthday each year
- 16 paid holidays per year



- 100% paid employee medical & dental insurance, life insurance, LTD, and EAP.
- 403(b)-retirement plan with employer match of up to 4% after 3 months of employment.
- Voluntary benefits include FSA, vision, life, and pet insurance, as well as coverage for dependents.
- Telehealth for physical and mental health

### **Location**

This position is fully on-site at our office in San Rafael with occasionally hybrid opportunities requiring 5 days per week in office, and attendance at quarterly in-person staff retreats.

### **Canal Alliance Equity and Inclusion Statement**

Canal Alliance actively promotes and recognizes principles of fairness, equity and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

Please apply by clicking this link: <https://recruiting.paylocity.com/Recruiting/Jobs/Details/2275892>