



URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy Posting

Position: Small Business Program Coordinator
Supervisor: Small Business Development Officer

Department: Entrepreneurship Center
Revision Date: July 2025

SUMMARY:

The Small Business Program Coordinator is responsible for bringing together activities of the Entrepreneurship Center. These activities include assisting in developing and implementing required projects; arranging and scheduling events; facilitating client engagements, recurring orientations and or workshops; responding to clients and provide consultations for the idea level businesses.

CORE DUTIES AND RESPONSIBILITIES (Abbreviated) include the following:

- Conduct business development training and consultation for entrepreneurs and small businesses
- Conducts outreach, workshops and seminars for entrepreneurs and small businesses
- Provide Small Business Advance training
- Provide one-on-one consultation
- Provide follow-up with clients
- Provide guidance and engage with walk-in customers.
- Support the preparation of monthly, quarterly, and annual reports.
- Support the creation of business plan development and reviews
- Conduct regular client follow-up & data collection activities to support Return on Investment reporting.
- Review clients' Financial Statements & Projections
- Refer small business clients to other needed consultative services
- Maintain client records and data in the client management system
- Supports the implementation of programs by orienting staff, consultants, and/or volunteers to program regulations and requirements, goals and objectives, operational and reporting procedures to facilitate adherence to contract parameters.
- Ensures contract compliance and that the project operates within the established contract/grant goals and/or Urban League's goals.
- Assists in drafting grant applications and/or foundation proposals utilizes collected research information and statistical data, which address target groups in need of service as needed or requested,
- Researches and develops new problem-solving opportunities for agency consideration to respond to needs. (i.e., organizational, program, community)
- Reviews and develops a working knowledge of regulations and guidelines as they apply to grant applications; utilizes basic knowledge of goals and objectives or government and private sector initiatives to develop programs in keeping with the mission of the agency and facilitate the implementation of these programs.
- Other duties as assigned.

Education and Experience

Bachelor's degree preferred in Business Administration, or similar field; and two years related experience and/or training; or Associate's Degree in Business, HR or similar field and 4 years related experience and/or training.

Other Skill, Abilities and Qualifications

- At least two years of job-related experience and two years of experience in administration.
- Ability to author reports, business correspondence, and procedure manuals.
- A minimum of two years' experience managing job related contracts
- Knowledge and ability to work with financial information.
- Demonstrated ability to provide open communication to all partners for the distribution and gathering of information.
- Must have excellent presentation skills for both internal and external audiences.
- Outstanding organizational skills and thoroughness with attention to detail and timeliness.
- Must work effectively with people of all ages and diverse backgrounds, skills, and abilities.
- Must be able to work evenings and weekends as business needs warrant.
- Use of technology to ensure efficiency in managing and reporting using Microsoft Office.
- Ability to carry out responsibilities with flexibility to adapt to changing organizational needs.
- Ability to balance the needs and expectations of multiple constituents.
- Project Management Training or experience preferred
- Experience working with disadvantaged populations

Other

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

Submit Cover Letter and Resume to: hiring@ulbcfl.org