

Position: **Program Director (TRACE Program), a Full-Time Exempt 1-yr position
California Asian Pacific Chamber of Commerce**

Salary: **\$110,000 plus benefits**

California Asian Pacific Chamber of Commerce (CalAsian)

In 2010 the CalAsian Chamber was founded to give a voice to the over 600,000 Asian Pacific Islander (API) owned businesses in California. Today, the CalAsian Chamber is the largest statewide ethnic chamber in California, with the mission to grow and empower the API business community throughout California.

Training and Technical Assistance for Contracts and Exports (TRACE)

The TRACE program provides technical assistance to small businesses throughout the state of California. The TRACE program will work in conjunction with the CalAsian Chamber's two federally funded centers: The Small Business Transportation Resource Center Southwest Region (SBTRC) and the Sacramento MBDA Export Center.

POSITION OVERVIEW:

The Program Director (TRACE Program) 1-yr position requires previous experience managing programs in a for-profit or non-profit organization at a senior level. The Program Director for the TRACE Program will oversee and manage the \$1.0 million State of California contract for the California Asian Pacific Chamber of Commerce. The contract is to provide technical assistance training and consulting services to small businesses throughout California. The Program Director will also supervise and manage five (5) full-time staff.

KEY DUTIES AND RESPONSIBILITIES:

- Serve as primary contact to the State of California office of Go-Biz who administers the contract.
- Responsible for the daily operations of the TRACE program to ensure that all elements of the contract deliverables are met.
- Effective management of program staff that includes two program managers, two intake/outreach coordinators and a loan specialist.
- Oversee the contract budget to ensure that expenditures are in line with program activities.
- Oversee all monthly reporting and quarterly reporting requirements.
- Direct and manage all associated outreach and recruitment efforts associated with the TRACE Program.
- Direct and manage all technical assistance activities associated with the TRACE Program.
- Provide leadership and direction for developing and delivering effective market intelligence tools to increase opportunities for small businesses in their local communities.

DESIRED QUALIFICATIONS:

- Excellent communication and critical thinking skills.
- Ability to work effectively under pressure and deliver high quality results.
- Excellent public speaking skills.
- Familiarity with grants and on-line reporting systems.

MINIMUM QUALIFICATIONS:

- B.S. in Business, MBA preferred.
- 5+ years in managing a program in a for-profit or non-profit organization at a senior level.
- 5+ years in a supervisory capacity.
- Proficient in word, excel, and power point.

Final filing date: October 14, 2019. Please submit resume and cover letter to Bianka Melecio at bmelecio@calasiancc.org. Contact number 916-446-7883.