



JOB DESCRIPTION

Job Title: Community Navigator

Reports to:	Hub Director	Dept: OCCISE Champion Program
FLSA Classification:	FT Exempt	Entity: OneOC
Supervises Others:	No	Salary: \$90,000 per year

SUMMARY:

Under the direction of the Hub Director, the Community Navigator will provide information and resources to entrepreneurs in underserved and under-resourced communities, with a focus on communities of color. This position will be responsible for outreach, engagement, and support to entrepreneurs, with a focus on building and managing relationships, identifying challenges and opportunities, and resource navigation. This position will play a critical role in helping build the social enterprise ecosystem in Orange County and help create illuminated pathways and zero barriers to entrepreneurship, especially social entrepreneurship, for underrepresented, under-resourced communities.

Please send resumes to: apply@revhuboc.com

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Community Navigation

- Partner with collaborating organizations to implement outreach programs and activities to engage with aspiring entrepreneurs in underserved and under-resourced communities
- Identify and connect aspiring entrepreneurs with relevant resources, including educational workshops and technical support services, that are culturally responsive and equitable
- Develop and maintain a comprehensive database of community assets, opportunities, and resources for aspiring entrepreneurs.
- Develop a system for intaking aspiring entrepreneurs, assessing their needs, and making referrals as needed
- Maintain data management systems to track outreach, engagement, and referral of aspiring entrepreneurs

Program Management

- Develop and execute early-stage exploration programming for aspiring social entrepreneurs to help them successfully access Ideation and Incubation program opportunities
- Develop and track success and impact metrics with a focus on continued improvement
- Develop and execute an annual calendar of workshops, events, and activities to drive community engagement, incubator participation and deal flow/pathways to venture creation
- Conduct presentations to raise awareness of NorthSTAR OC/RevHubOC resources and to educate the ecosystem about social enterprise
- Collaborate with the Ideation Navigator and Incubation Navigator to streamline resources and opportunities
- Provide regular updates to the Hub Director on progress and impact of program

Ecosystem Building

- Develop and maintain relationships with community stakeholders including but not limited to entrepreneurs, business organizations, community centers, nonprofits, universities, business associations, and corporations
- Manage events and activities at Neighborhood Hubs (virtual and in person) to local entrepreneurs to drive awareness, engagement, education
- Collaborate with other entrepreneur support organizations to increase access to resources and support for entrepreneurs
- Represent RevHubOC at events and community activities as needed
- Perform other duties as assigned

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree required
- At least 3 years of experience in community outreach, with a focus on working in underserved and under-resourced communities
- Knowledge of local business resources and entrepreneurial support organizations
- Bilingual language skills preferred

COMPETENCIES

- Excellent communication and interpersonal skills, with a deep understanding of cultural competency and the ability to engage with diverse communities
- Strong organizational and project management skills, with an ability to prioritize tasks and manage multiple projects simultaneously
- Excellent relationship building skills
- Experience in fast-paced, dynamic environments
- Strong facilitation skills. You are comfortable speaking and presenting both virtually and in person. You are well-versed in group facilitation techniques.

COMPUTER & EQUIPMENT SKILLS:

- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy
- Uses Microsoft Office Word, Power Point, and Excel as well as Internet and email programs proficiently
- Uses typical office equipment (i.e., fax, phone, copiers)

PHYSICAL JOB REQUIREMENTS:

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone
- Lifts up to 10 pounds regularly and 25 pounds occasionally
- Exposed to typical office environment conditions and noise levels

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form

- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical, and of appropriate tone
- Able to set goals based on available information and to plan work in order to meet deadlines
- Able to project likely future occurrences based on current or historic data
- Able to formulate appropriate responses to requests for services and information from internal or external customers
- Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require supervisor intervention for a solution

OTHER JOB REQUIREMENTS:

- Professional dress and appearance while on video conference calls and in-person meetings
- Attends meetings and trainings as requested
- Drives personal car on business; maintains driving record and personal car insurance in accordance with organization's policies and provides related records periodically
- Minimizes time spent on personal calls and matters. Meets attendance and punctuality requirements; reports time and attendance accurately
- May travel by car or air outside the area for one or several days

OneOC/OCCISE Champion Program is proud to be an equal opportunity employer.