



Promotor de Negocios (Multiple Openings Available)

The Sacramento Hispanic Chamber of Commerce (SHCC) is the largest and most influential Latino business membership organization in the Sacramento Region. The Chamber serves more than 500 member businesses and over 15,000 employees from companies of every size and industry. Acting on our mission to support and grow small business through advocacy, economic development, and business development, the Chamber delivers programs and events each year that advocates for an inclusive and prosperous economy.

SHCC is serving as a sub-contractor of a Corona, Aid, Recovery, and Economic Stability (CARES) Grant from the City of Sacramento through the Sacramento Inclusive Economic Development Collaborative (Sac IEDC). SHCC has established a Promotor de Negocios Program to deliver technical assistance services to support minority small businesses located in aging commercial corridors and have been impacted by the COVID-19 pandemic.

Job Description

A Promotor de Negocios is a bilingual, Spanish speaking specialist who focuses on providing small businesses with COVID-19 education and information related to operating and opening in a manner consistent with prescribed health standards. The Promotor will help businesses identify business and operating needs and link them to appropriate resources, guidelines, and information.

The Promotor will call identified businesses, schedule an in-person visit and visit the identified business. During the visit, the Promotor will identify resources needed, capture data, provide general and industry specific guidelines and provide a list of additional resources for the successful safe operation of the business.

Promotor de Negocios will be required to follow all scripts, policies and procedures provided by Sacramento Hispanic Chamber of Commerce.

EMPLOYMENT TYPES

Temporary Positions (3 months) – between 20 hours to 40 hours a week

SALARY

\$25/hourly rate

Responsibilities

To be considered, a Promotor de Negocios, must execute the following responsibilities:

- Provide outstanding customer service and business consulting
- Contacting and visiting select businesses, business owners and staff
- Providing information to business owners or managers on the Public Health Order and state industry COVID-19 guidance
- Managing follow-up visits and ensuring continuation of linkage to governmental and community resources related to COVID-19
- Collecting and recording information obtained from interviews and gathering into the data systems in accordance with standard operating procedures
- Following approved scripts and protocols, providing businesses with vetted information about industry-specific guidelines
- Maintaining daily communication with assigned Supervisor
- Promotores de Negocio will use devices provided to them by the Sacramento Hispanic Chamber of Commerce

Qualifications

To be an effective Promotor de Negocios, a person should possess the following characteristics:

- Business operations acumen and familiarity (i.e. Marketing, Accounting, Project Management, Finance, Bookkeeping, Legal, Web development, etc)
- Strong community connections in vulnerable City of Sacramento neighborhoods
- Ability to exhibit a professional, positive attitude and work ethic
- Excellent interpersonal skills required and ability to interact with culturally diverse individuals during a time of crisis and distress
- Ability to show empathy to distressed individuals
- Excellent organizational and communication skills
- Ability to speak, read and write English and Spanish
- Multiple languages a plus
- Critical thinking and sound judgment required

How to apply

Please submit your resume and letter of interest via email to info@sachcc.org.

If you need assistance with any phase of the application process, please call (916) 916.486.7700. Or email Natalia Chavez at natalia@sachcc.org. Applications will be accepted until positions are filled.