



PORT HOUSTON
THE INTERNATIONAL PORT OF TEXAS™

Business Equity Coordinator

PORT HOUSTON

JOB DESCRIPTION

Department: Small Business
Reports To: Senior Director Small Business & Education Outreach
FLSA Classification: Exempt
Grade: C

Position Summary:

Responsible for a variety of functions for the purpose of publicizing and informing stakeholders about Port Houston and its Business Equity and Maritime programs. Communicate and execute collaborative measurable engagement strategies with various agencies, chamber partners, business organizations and Port Houston staff. Coordinate a broad assortment of internal and external workshops, events, and outreach initiatives from conception to completion. Performs administrative functions and marketing support tasks of the department.

Key Responsibilities/Duties:

- Assist with the administration of service agreements with Port Houston partners, including notification of upcoming events and coordination of event RSVPs at all levels
- Assist with drafting and production of department PowerPoint presentations
- Create and execute email campaigns for special events, workshops, training and/or news
- Provide staff support and assistance with training programs, including preparing curriculum, coordinating guest speakers, recruitment, enrollment, and retention of participants
- Establish and maintain a comprehensive and current record keeping system of reports and activities
- Maintain department web and SharePoint sites; updating content and reporting analytics as needed
- Produce content for social media platforms; reporting analytics as needed
- Conduct internal information workshops to inform and acquaint Port Houston staff with the goals and objectives of the Business Equity and Maritime Education programs; developing strategies to increase employee engagement and participation
- Lead employee surveys, collect responses, and assist with drafting in-depth data analysis and publish reports findings
- Maintain a comprehensive/real-time understanding of industry best practices related to Small and M/WBEs
- Maintain a functional knowledge of the Small and M/WBE Certification and Procurement processes



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- Acquire professional skill set for B2Gnow and BuySpeed; assisting with Certification Process and Response List, as needed
- Manage assigned projects related to the support of the Small and M/WBE programs
- Assist with all aspects of event planning, logistics, providing support, and volunteer coordination
- Coordinate and monitor with manager event timelines and budget to ensure deadlines and budgets are maintained
- Formulate with manager new content development and updates for marketing collateral to support Small and M/WBE program
- Compile and maintain a resource list of community-based business organizations, disseminate relevant and current information on development and progress of the Small and M/WBE training and mentoring programs
- Serve as liaison between Port Houston, Small and M/WBEs, and Maritime Education to facilitate communications
- Assist with the management, procurement, and invoice process for promotional items; manage inventory tracking process to account for all promotional items
- Act in accordance with Port Houston core values (respect, excellence, accountability, diligence, and you)
- Perform other duties as required

Education/Experience:

- Bachelor's degree in Business Administration, Communication, Sociology, Public Administration, or related major in a public or accredited private academic institution required
- 3+ years related community or education program management experience required

Knowledge, Skills, Abilities and Behaviors:

- Knowledge of goals/objectives of Small and M/WBE Programs
- Knowledge of Maritime Education Program
- Knowledge of local government and private diversity program
- Composing, typing and proofing materials skills
- Listening, writing and verbal communications skills including public speaking
- Excellent relationship building and interpersonal skills
- Analytical and organizational skills
- Ability to work effectively with employees at all levels
- Ability to handle multiple projects in an efficient and timely manner meeting all deadlines
- Ability to work under pressure with frequent interruptions
- Ability to exercise independent judgment, make decisions, and problem solve ensuring adherence to established policies and procedures
- Professional conduct and discretion exhibited at all times
- Must be proficient and have advanced skills in Microsoft Office programs including but not



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limited to Outlook, Word, Excel Access and PowerPoint

- Attention to detail

Key Competencies Required:

- Adaptability
- Analytical Problem Solving
- Attention to Detail
- Creativity and Innovation
- Dependable Follow Through
- Effective Communication

Working Conditions:

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Heavy equipment environment (near moving vehicles)	X		
Construction site	X		
Confined space	X		
Warehouse environment	X		
Shop environment	X		
Emergency Response situation	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Extreme cold (below 32 degrees)	X		
Extreme heat (above 100 degrees)	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (85+ decibels)	X		

Physical Demands:

Light Work – Exerts up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.



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Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Edited By	Date
Original	4/26/2021