



The Allapattah
Collaborative, CDC

1951 NW 7th Avenue Suite #600 Miami, FL 33136

Community Navigator /Liaison

POSITION OVERVIEW:

The Community Navigator/Liaison supports the organization's direct service operations. This role serves as a bridge between the organization and the community, providing outreach, technical assistance, referrals, and follow-up to ensure that entrepreneurs and residents understand and effectively utilize financial and educational resources. The Community Navigator/Liaison also helps businesses access capital, reduce barriers to resources, leverage available resources to improve their performance, promotes resident stability, supports sustainable business growth and fosters trust with community stakeholders.

Specifically, you will,

- Conduct targeted outreach in business corridors
- Support small business and community relations initiatives such as special events, Main Street, community planning and volunteer management
- Capture and maintain accurate client data through intake forms, data entry, progress tracking, programmatic reporting and presentations
- Coordinate logistics for programs, masterclasses, special projects, and community events.
- Provide one-on-one technical assistance (TA) to community members and small business owners, including enrollment, engagement, and follow-up.
- Assist clients in using technology platforms such as virtual meeting tools, online banking, and mobile applications.
- Assist clients with business compliance requirements at the State of Florida and local levels.
- Support loan and grant application processes by gathering documentation, completing applications, and coordinating with lending and funding institutions.
- Develop and implement engaging content strategies across various platforms including visual, text, and video content.
- Maintain effective communication with clients, partners, and internal teams through virtual meetings, phone calls, shared documents, presentations and regular reports.
- Manage multiple projects, timelines, and external consultant engagements to support program delivery and organizational goals.

POSITION QUALIFICATIONS, CAPABILITIES & SKILLS

To perform successfully in this role, you will need to leverage these key qualifications:

- Bachelor's degree in a relevant field or equivalent professional experience is required.
- Minimum of 5 years of experience as an entrepreneur or in a role directly delivering programs and services to small business owners and the community is required.
- Experience providing small business technical assistance and/or training preferred.
- Proficiency with computers, software and social media.
- Deep commitment to the organization's mission of economic and social justice.

- Self-motivated, strategic, and highly organized professional with the ability to work independently to achieve goals.
- Excellent organizational skills with high attention to detail and ability to manage multiple tasks.
- Demonstrated ability to relate to and communicate effectively with people from a broad range of socio-economic backgrounds, cultures, and education levels.
- Bilingual proficiency with excellent verbal and written communication skills in both English and Spanish is preferred.

WORK ENVIRONMENT

- **Schedule:** Full-time position, 8:30 a.m. to 5:30 p.m..
- **Location:** Hybrid role requiring three days per week in our Miami office.
- **Travel:** Regular travel within the Miami area is required.

ABOUT US:

The Allapattah Collaborative, CDC is a 501c3 nonprofit organization dedicated to preserving the Allapattah community through placemaking, wealth building and ownership strategies. We are a place-based initiative that uses the Main Street Approach to preserve and expand cultural authenticity and asset building. We revitalize the commercial corridor as we mitigate gentrification pressures among other issues directly impacting our constituents. The Allapattah Collaborative, CDC is the outcome of a community engagement process focused on creating an Equitable Development Action Plan (EDAP) which targets the retention and growth of small businesses at risk of displacement in Miami, FL. The overall vision focused on developing a plan that provides a pathway to equitable development without displacement, and emphasizes policies and programs that benefit existing small businesses within the neighborhood. Our goal is to protect and strengthen the identity, charm and cultural appeal of our Allapattah neighborhood, as well as other ethnic communities in Miami, by ensuring long term residents are able to thrive in their neighborhood of choice. Over the past years, we have worked with the community to develop a strategic plan. Our strategies focus on collaboration, education and hand-on-hand coaching to strengthen individuals, small micro businesses and the community. We envision culturally preserved Miami's neighborhoods thriving with community inclusivity, equitable development and sustainable policies and practices that promote wealth building and upward mobility for its people. To learn more visit **AllapattahCDC.org**.

THE ALLAPATTAH COLLABORATIVE CDC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, disability or sexual orientation.