



<b>Functional Area:</b>	Office of the Vice President for Finance, Strategic Sourcing and Contracts		
<b>Job Title:</b>	Program/Project Coordinator	<b>Position Title:</b>	Program Coordinator, Small and Diverse Business
<b>Reports to:</b>	Manager of Strategic Sourcing	<b>Prepared On:</b>	October 2019
<b>Pay Grade: 6</b>	<b>Duration (if applicable):</b>	<b>Hours per week/status:</b> 40/Exempt	

**GENERAL OVERVIEW**

The Office of the Vice President for Finance (VPF) works to advance MIT’s mission by supporting thoughtful stewardship and effective deployment of the Institute’s financial resources. Forward-thinking and future-oriented, this 165-person office is working to create a seamless administrative experience for MIT colleagues and make it easier for them to comply with grant, accounting, and other applicable rules. VPF also seeks to enhance the quality of financial information available to MIT and is focused on providing services that are readily adaptable to the evolving demands of an increasingly global Institute. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

**POSITION OVERVIEW STATEMENT**

The Program Coordinator, Small and Diverse Business supports VPF’s efforts to increase equity and inclusion by leveraging annual buying power, with a focus on increasing opportunities for diverse firms including but not limited to small and local businesses, women and minority-owned businesses, and veteran-owned businesses (SB/WMVB). She/he will connect MIT employees, faculty, and students with new market choices, which highlight the above-named businesses categories that may be able to offer customized solutions to MIT’s purchasing needs. The Program Coordinator will contribute to a strategy and then implement outreach plans, working collaboratively across the Institute to achieve objectives. The ideal candidate will share a commitment to improving access for small, diverse, and underrepresented businesses to procurement opportunities.

**PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)**

- Work closely with the Manager of Strategic Sourcing to create and implement a plan to increase MIT’s procurement of goods and services provided by small and diverse businesses
- Perform external outreach and develop key networks for small, diverse and underrepresented businesses by helping to develop outreach plans and materials to engage small and local businesses, and women, minority, or veteran-owned businesses
- Administer criteria and procedures for managing the SB/WMVB program
- Gather, analyze, and present statistical data related to a variety of internal and external stakeholders
- Provide support to the Strategic Sourcing Team for outreach to SB/WMVB eligible suppliers during Request for Proposal (RFP) process by researching and presenting options from the SB/WMVB
- Collaborate with local business organizations to increase visibility of the program and to increase the use of SB/WMVB firms across MIT’s supplier offerings
- Establish partnerships with external organizations to support program goals
- Other duties and projects, as assigned

## QUALIFICATIONS

### Required:

- Bachelor's degree
- Minimum of two years' experience in an administrative, marketing or community outreach
- Demonstrated experience delivering first-rate customer service to a broad constituency
- Interest in engaging small and diverse businesses
- Ability to cultivate and maintain constructive relationships with a variety of stakeholders including, professional organizations, special interest groups, public and private sector agencies
- Strong interpersonal skills, demonstrated ability to build positive relationships with key constituents within MIT and in the broader community
- Ability to maintain a professional and respectful demeanor, exercise effective judgment, and to deal with sensitive matters with tact and diplomacy
- Ability to analyze and synthesize information in a concise manner and make recommendations to resolve issues
- Excellent written and verbal communication skills, including ability to prepare reports and give presentations
- Must be proficient in Excel, Word, and PowerPoint
- Demonstrated adaptability and flexibility, and ability to reprioritize workload as necessary

### Preferred:

- Demonstrated experience in executing programs or policies designed to support inclusion and equity
- Experience marketing programs that can recognize and address the needs of customers and suppliers

## SUPERVISION RECEIVED

Receives supervision from the Manager of Strategic Sourcing

## SUPERVISION EXERCISED

None

**A background check (including checking criminal records) will be required for the final candidate.**

**MIT is unable to provide work authorization and/or visa sponsorship for this position.**

**This position has a 6-month probationary period for new employees to the Institute.**

*VPF benefits from a diverse and engaged workplace and seeks to further enhance our community by employing individuals from varied backgrounds. VPF actively supports MIT's commitment to advancing a respectful and caring community that embraces diversity and empowers everyone to learn and do their best.*

*MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.*