

**Position Title: EXPORT DEVELOPMENT CONSULTANT-  
CHINA DIRECT PROGRAM MANAGER**

**SUPERVISED BY:** Pacific Rim Export Center Project Director

**SUPERVISES:** Direct and Indirect reports at CalAsian Chamber, team of Graduate Student Researchers and Undergraduate Interns

**SALARY STATUS:** \$40,000 to \$45,000.00 (Salary commensurate with experience)

This is a highly analytical and technical position demanding specialized industrial sector knowledge and previous work experience. The candidate ultimately selected will possess: critical thinking skills; able to multitask; is self-directed combined with leadership qualities for assembling, tasking, and leading research teams; demonstrated project management skills, and embody the CalAsian Chamber ethos of “cultural fluency” as it relates to the international nature of this work.

The Export Development Consultant – China Direct Program Manager responsibilities encompass:

- Providing the backbone of analytical research (cluster analysis) and industrial technical insights to the MBDA CalAsian Pacific Rim Export Center for Cluster Analysis in MBDA Pacific Rim Export Center business development initiatives.
- Ensuring the Pacific Rim Export Center’s mission of providing financing and technical assistance in support of MBEs whom are either, new to exporting, increasing exports to a market, or expanding to a new market.
- Reporting on the MBDA goal of increased exports by collecting feedback from owners and/or senior executives of minority business enterprises, regarding their success in generating exports sales or execution of overseas contracting and procurement opportunities.

**RESPONSIBILITIES:**

- Is responsible for selecting the appropriate research methodology and supporting techniques to meet a defined business objective. Depending upon the selected methods, she/he will also develop and/or assist in the development of the research instrument, working closely with our University partners to ensure a successful execution of the fieldwork over seeing data collection, authoring reports and making business-oriented recommendations to the sponsoring client.
- Reporting to Project Director, this position is responsible for the day to day managing of the China Direct program as well as managing relationships with export clients and suppliers in addition to assisting the Project Director.
- Directs, manages, supervises, and coordinates all assessment and technical assistance activities occurring in support of minority business enterprises increasing their readiness to conduct business abroad in order to present a prescriptive export development plan which includes short-term and long-term goals.

**TRAVEL DEMANDS:**

- Domestic and International Travel Required.

**REQUIREMENTS:**

- Minimum a B.S. /B.A. or equivalent experience in international business, community/economic development or related industrial field. Preferred is a Post-graduate degree in either international marketing, international trade finance, or business analytics from an accredited institution of higher learning.
- A minimum of two years of work-related experience in either or the following: promoting import/export development; industry sector or small business trade promotion; international

business matching activities; export credit and finance; and foreign direct investment experience in a program providing technical assistance in ethnically diverse and disadvantaged communities.

- A minimum of two years demonstrable work experience project management approaches, tools and techniques is required.
- Regular client management entry in MBDA CRM, maintaining accurate prospect and client profiles for MBDA Pacific Rim Export Center federal funding requirements.
- Ability to conduct site visits, client engagements and consultations either via in person, voice or video conferencing with minority business enterprises and multipliers.
- 1 to 3 years of industry/sector experience, in addition to demonstrated ability to assemble and lead research teams in pursuit of university level industrial cluster analysis to be used in
- Previous trade mission, trade show, and event planning experience is required.
- Directs, manages and Works Voice or video conference with minority firm owner to discuss Export Readiness Assessment and begin crafting export plan.
- Ability to communicate fluently in English. Language proficiency in one or more Asian languages, preferred Mandarin, Korea, Japanese, and/or Vietnamese.
- Ability to constructing and maintaining professional and industry contact networks.
- A known record of achieving export activity and financing for clients served.
- Outstanding attention to detail and results orientation.
- Flexibility, creativity, enthusiasm, ability to multi-task and a good sense of humor.
- Carries out these tasks with profitability, quality and customer satisfaction objectives in mind.
- Proficient in Windows based software (Excel, Word, PowerPoint), SPSS/SAS, and willingness to learn MBDA CRM software.
- Participates in regular workshop and professional development training.
- Executes assignments as directed by Project Director.

**APPLICATION PROCESS:**

Position open until filled. Compensation commensurate with experience. Submit resume to the California Asian Pacific Chamber of Commerce, 2331 Alhambra Blvd., Suite 101, Sacramento, CA 95817. You may also submit your resume via email to [bmelecio@calasiancc.org](mailto:bmelecio@calasiancc.org).

No Phone Calls. Please.