



BILINGUAL BUSINESS ENGAGEMENT SPECIALIST

About us: The Columbia Pike Partnership seeks a Bilingual Business Engagement Specialist who combines business outreach capabilities and English/Spanish language skills with a pioneering spirit to contribute to the work of a small, mighty, creative, and collaborative team. Our organization's mission is to foster a vibrant, safe, connected, and diverse Columbia Pike community through our partnerships, business and resident support and advocacy, placemaking, programming, and events. The Columbia Pike Partnership and Columbia Pike have a story to tell and additional stakeholders, supporters, sponsors, and investors to engage.

About the role: As the Bilingual Business Engagement Specialist, you will be the go-to person for all businesses on the Pike, maintaining relationships and connecting them to resources. You will also have the opportunity, to assist in strengthening how we track, communicate, and manage relationships with businesses who are also our sponsors/supporters and increasing sponsorships, as you further build relationships and trust.

What you will do:

- Learn the current business landscape on Columbia Pike through shadowing other team members, attending events (virtual and in-person), becoming familiar with our Customer Relationship Management (CRM) database, sending emails/making phone calls, and conducting onsite business visits.
- In collaboration with the team, develop a Business Engagement Plan that outlines: 12-month, 6-month, monthly, and weekly goals to best support Columbia Pike Businesses.
- In alignment with the Business Engagement Plan, reach out to businesses on a regular basis. Monitor, track, and record their updates, needs, etc. using our CRM tracking tools.
- Develop and build relationships with our Partners and expand our relationships with: Arlington AED/Biz Launch, Arlington Chamber of Commerce, LEDC, ECDC, NoVA Hispanic Chamber of Commerce, etc.
- Research current and or future resources for Columbia Pike Partnership and the businesses on the Pike
- Advocate for the small business and immigrant communities within the organization and the County
- Ensure timely and accurate tracking and reporting

What you will bring:

- Associates or Bachelor's degree or 3+ Years of Relevant Work/Volunteer Experience
- Strong desire to engage and be a resource and advocate for local businesses
- Proficiency in MS Office, Google G Suite, Other Email Platforms
- Experience with (or willingness to learn) CRM and other communication tools such as WhatsApp
- Proficient writing and communication skills with the ability to translate ideas into easy-to understand language
- Strong interpersonal and relationship building skills
- Comfortable and/or willing to be trained to engage in public speaking and presenting to small and large groups
- Demonstrated ability to engage and inspire
- Detail oriented with proven organization and follow through skills, capacity to work well under pressure and in a fast-paced environment
- Genuine desire to innovate and be a creative problem solver
- Highly resourceful, flexible, strong work ethic with a passion for the mission and vision of the Columbia Pike Partnership

Bilingual (English/Spanish), including the ability to translate (verbally/written) is required. Additional languages, Multilingual (beyond English/Spanish) may be eligible for a signing bonus.



The Columbia Pike Partnership welcomes applications from people of color, indigenous people, LGBTQ individuals, and other communities that have been marginalized and disproportionately impacted by violence and abuse. The Columbia Pike Partnership supports a diverse and dynamic workforce and is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment and promotions without regard to race, color, religion, gender, sexual orientation, gender identity, marital status, veteran status, age, national origin, disability, or any other basis protected by federal, state or local law. Applications will be considered on a rolling basis. Position will remain posted until filled. No phone inquiries, please.

Compensation: This is a part time non-exempt hourly position working 20 – 25 hours per week. Rate of pay is negotiable \$18 to \$35/hour, based on experience.

To apply: Send your resume and a thoughtful cover letter to jobs@columbiapike.org with BILINGUAL BUSINESS ENGAGEMENT SPECIALIST in the subject line.

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