



JOB DESCRIPTION

Position: Sourcing and Communications Specialist

Direct Supervisor: Director of Corporate Services

Salary Range: \$25,000 - \$35,000/annually

Job Purpose: Sourcing and dissemination of current procurement opportunities to MBEs; seeking information on the long-term supplier needs of corporate members; and managing the distribution of all communications to HMSDC constituencies is performed under the direction of the Director of Corporate Services. This position's direct reporting relationship is to the Director of Corporate Services with dotted line reporting to the Director of MBE Services and will work closely with the event management team regarding marketing materials, however, overall accountability lies with the President.

Job Responsibilities:

Job description may include but not limited to:

Sourcing:

- ❖ Act as a research expert to source for MBE and corporate referrals;
- ❖ Develop relationships with analyst of corporate member companies to understand their supplier needs and spending patterns and strategy
- ❖ Conduct data management/warehousing of information related to corporate procurement opportunities;
- ❖ Post and disseminate targeted solicited bid and procurement opportunities weekly;
- ❖ Develop sourcing plans through collaboration with Director Corporate Services and President;
- ❖ Investigate and incorporate new sourcing methods and tools to create innovative sourcing approaches;
- ❖ Assist in the posting of educational opportunities on the MBE Accelerator and P2E²;
- ❖ Assist the Director of Corporate Services in reviewing correspondence that is sent via Constant Contact;
- ❖ Maintain appropriate HMSDC databases under the supervision of the Director of Corporate Services;
- ❖ Manage the Director of Corporate Services scheduling with certified suppliers and corporate members;
- ❖ Manage matchmaking events; track sourcing opportunities; and follow up with corporate members on direct sourcing needs



Communications:

- ❖ Prepare, update and disseminate HMSDC communications such as Constant Contact, the website and online events calendar;
- ❖ Responsible for HMSDC E-marketing initiatives such as:
 - Updating distribution lists, website and mobile app
 - Creating E-marketing with provided materials
 - Collaborate on the creation and manage the distribution of the Weekly Alert
 - Collaborate and manage the distribution of event campaigns

Education:

- ❖ Create and maintain user records including curriculum, training assignments, groups, and access privileges for P2E²;
- ❖ Manage all e-Learning and formal learning administration by loading learning packages to the LMS, testing functionality, updating content and collaborating with eLearning vendors;
- ❖ Coordinate and execute Supplier Idol
- ❖ Conduct analysis and reporting on eLearning platform;

General:

- ❖ Third in succession for telephone coverage;
- ❖ Serve as technology subject matter expert for staff;
- ❖ Coordinate and manage procurement events i.e. How to do Business with
- ❖ Participate in procurement events i.e. Procurement Breakfast; Meet the Buyers; Runway to Opportunities
- ❖ Serve a liaison support for corporate and MBE committees
- ❖ Maintain a pleasant, professional demeanor and appearance at all times. Support HMSDC team of staff, volunteers, Board members and MBE members whenever possible;
- ❖ Assist in office administrative functions including receiving visitors and assisting them by phone, filing, mailing, copying, faxing, etc.;
- ❖ Comply with the provisions of the HMSDC Employee Handbook;
- ❖ Other duties as assigned by the President.



Qualifications:

- ❖ Bachelor's degree preferred; 3-5 years sourcing and/or communications experience preferred;
- ❖ Superior verbal and written communication skills are required;
- ❖ Strong interpersonal, motivational and presentation skills;
- ❖ Excellent customer services
- ❖ Team player
- ❖ Superior understanding of messaging and framing;
- ❖ Strong organizational and project management skills;
- ❖ Attention to detail is paramount
- ❖ Work well under tight deadlines;
- ❖ Creative, yet process-oriented;
- ❖ Motivated self-starter with the ability to take initiative and perform well with minimal supervision;
- ❖ Able to quickly grasp technical issues and new technology
- ❖ Demonstrate mastery of Microsoft Office products (Outlook, Excel, PowerPoint, Access and Word).
- ❖ Email marketing (Constant Contact) Skills

Position Overview:

Sourcing of procurement opportunities is a critical function of the Houston Minority Supplier Development Council. It is the primary reason most minority business enterprises (MBEs) are certified by the Council and is a primary distribution method for supplier diversity professionals seeking to identify qualified MBEs to introduce into their corporate supply chains. A successful Sourcing Specialist will view their role as proactive and strong advocate for MBE development. The Sourcing Specialist will seek to understand the supplier capabilities required for MBEs to participate in current and future procurement opportunities. The Sourcing Specialist is intended to assist in managing the work load of the Director of Corporate Services. To that end, a successful Sourcing Specialist will manage their time sourcing MBEs to meet current procurement opportunities as well as understanding the long-term procurement needs of our corporate members. Once the needs of our corporate members have been identified, the Sourcing Specialist will work in concert and in support of the Director of Corporate Services to identify, connect and support MBEs through the sourcing process. The ability to think critically, handle time sensitive matters and confidential information while managing multiple priorities is essential to this role.

Benefits:

- ❖ Medical, dental and vision insurance coverage after 90 day probationary period
- ❖ 403 (B) retirement account
- ❖ 3% HMSDC contribution to 403(B) retirement account
- ❖ Employee matching contribution to 403 (B) retirement account up to an additional 1.5%
- ❖ Vacation and sick leave for all full-time employees
- ❖ Paid holidays