

Business Advisor, Small Business Development Center

REPORTS TO: Director of Center for Business, Workforce & Community Learning

LOCATION: Ontario, Oregon

STARTING DATE: As soon as mutually agreed

Are you **passionate about small business**? Do you love numbers and people?

Dynamic contract position responsible for assisting regional businesses with starting or expanding their business. Services offered include: advising, mentoring, and training in areas of marketing, business planning, financial analysis, government contracting and more.

PURPOSE Provide business advising, training and information services for SBDC clients.

QUALIFICATIONS

MANDATORY: Bachelor's degree, preferably in a Business-related area, plus a minimum of five years of work experience with a "for profit" organization; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform job duties. Experience in writing business and/or marketing plans; preparation of financial statements. Current or previous experience in small business ownership/management. Knowledge of sound, practical business practices. Skills in dealing with business owners and their staff. Skills in assessing business training needs, whether the assessment methods are formal or informal. Ability to hear, listen and communicate, analyze business situations and needs, and ability to deal with others in a positive, encouraging way.

ESSENTIAL FUNCTIONS

- Provide one-on-one business advising to for-profit businesses in the areas of marketing, financial analysis, business planning, government contracting as examples.
- Draw on technical background and experience to assist small businesses in critically analyze their problems and create solutions.
- Prepare documentation of client advisory meetings in accordance with local SBDC and state requirements.
- Actively recruit target businesses for advising services.
- Market services through networking with the business community and business-related organizations.
- Promote the activities of the SBDC by attending meetings, giving presentations, and collaborating with strategic partners.
- Use word processing, statistical, spreadsheet and/or database software. Good working knowledge of Microsoft Office to include Excel, Word, and Outlook.
- Teach and co-teach business education courses including but not limited to Pre-Business Workshop, Marketing, Accounting, QuickBooks, and Microsoft Excel.
- Perform related project management duties as relevant.

TERMS OF EMPLOYMENT

This is an hourly Contract position with no benefits. Hours vary from 2-20 hours/week depending on business advisory client load. Hourly rate of pay negotiable based on experience.

APPLICATION PROCEDURE

Email a letter of interest stating how you are qualified to perform the duties of the position and current resume to tvccbizcenter@gmail.com

APPLICATION DEADLINE: Position will remain open until filled.