



Small Business Advisor for Centro Latino West

Job Description – Contract position

Role of the Business Advisor: The Advisor fosters a strong climate for small business growth within the Hispanic community by providing in-depth, confidential, no-cost business counseling, and resource referral services to small business owners and aspiring entrepreneurs. The work requires interaction with a variety of individuals to help entrepreneurs thrive in today's marketplace. Must be fluent in Spanish.

Responsibilities:

Small Business Counseling, and Reporting Requirements:

Provide counseling or e-counseling to business owners on topics that may include feasibility, financial, regulatory, and operational guidance, for starting and/or expanding a successful small business. New advisors will work with West Center staff on internal operational procedures and support efforts to help Hispanic businesses launch and grow. Counseling may also include, but not limited to:

- analyzing the specific business and industry finance data, marketing, management and operations
- providing guidance in the development of business plans and financial packages;
- effectively coordinating with other agencies in the pursuit of various expansion opportunities.
- calculating and interpreting historical and projected financial ratios;
- troubleshooting to identify problems and areas for improvement;
- providing information on federal, state, and local regulations and loan programs, and
- providing guidance in loan packaging to pre-venture, start-up, or advanced stage existing businesses.

DESIRABLE SKILLS AND KNOWLEDGE:

Knowledge of:

- Windows Office Suite including Outlook, Excel, Word and PowerPoint
- Business and industry communications (Reports, case studies, letters)
- Comfort with technology is essential
- Superior analytical, verbal, and written communication, and excellent interpersonal communication skills

Ability to:

- Effectively communicate in written and oral presentations
- Organize and track new opportunities to support small businesses
- Learn new skills in pursuit of business consulting
- Build partnerships with stakeholders, local businesses, and others with the service area
- Be empathetic to needs of a community with diverse skills

QUALIFICATIONS:

Minimum Education/ Experience: Minimum of two years' experience in business development, marketing, financial securities or building and planning services. Computer literacy is required.

Desirable Education/Experience: Fluent in Spanish Language. Interest or experience in delivering workshops. Experience with capital acquisition and/or building and planning experience. Experience with community development and/or prior business training experience, business ownership a plus. Four-year college degree.