



Position Title: Small Business Consultant
Department: Women's Business Center, Denver
Reports To: Director of Women's Business Center, Denver
FLSA/ Status: Non-Exempt/ Full Time
Hiring Range: \$33,682 - \$39,626
Job Family: Direct Service Level 4b
Revised: March 2017

WHO WE ARE

Mi Casa Resource Center is committed to advancing the economic success of families with limited opportunities through a holistic, individualized, and integrated model for service delivery. For over 40 years, we have provided award-winning workforce, small business, and youth development programs throughout Metro Denver. We partner with some of the area's most respected organizations to provide a mix of economic and educational advancement services to assist families on their path to economic success.

Mi Casa's suite of business services enable aspiring entrepreneurs – especially women and minorities – access to training, counseling, microloans and technology training. As Colorado's only Women's Business Center, Mi Casa partners with the U.S. Small Business Administration to start and grow small businesses in low-income communities.

POSITION SUMMARY

The Small Business Consultant provides individualized technical assistance to small business participants in both English and Spanish, recruits program participants and consulting clients, supports program improvement strategies, and aids in grant management. The Consultant also instructs Business Success, Exito Para Negocios, Dream Builder business development classes, as needed.

KEY RESPONSIBILITIES

Leadership

- Oversee day to day operations as needed

Participant Interaction

- Provides technical assistance to Mi Casa's Business Program recipients and consulting clients.
- Supports program participants in the development of business plans and in launching new businesses.
- Provides instruction of small business development curriculum in Spanish.
- Supports the instruction of the small business development curriculum in English.

Operational Tasks

- Leads the ongoing improvement of program curriculum, technical assistance tools, resources and information.
- Leads the development of resources and teaching participants about desktop publishing, spreadsheets, e-mail, e-commerce, and presentation software.
- Assists with graduations, business fairs/lender panels and other events.

Mi Casa's Mission: Our Mission is to advance the economic success of families with limited opportunities, as an organization grounded in our Latino heritage.

Mi Casa's Core Values: Community, Integrity, Innovation, Expanding Opportunities, Connection



- Aids in community outreach, including PR, marketing and in-person events to inform and recruit individuals from the English- and Spanish-speaking community.
- Assists with managing partners and securing guest speakers.
- Assists with producing program and outreach materials.
- Assists with production of class material and participant's workbooks
- Supports Lending program by referring appropriate clients to Lending Consultant
- May represent Mi Casa at community events and on committees, panels, etc.

Independent Judgement

- Uses discretion in determining best ways to support participants

Evaluation

- Assists with evaluation of program outcomes, including data collection and input.
- Assists with data entry of information generated from consulting sessions

Fundraising and Grants Management

- Supports resource development efforts by coordinating clients to participate in events.
- Helps identify potential small businesses that may be prospects for Mi Casa's fundraising efforts.

Other

- Contributes to team effort by attending staff meetings and serving on agency committees, as needed.
- Completes additional duties as assigned.

QUALIFICATIONS

- Bachelor's degree in Business Administration or related field.
- Must have advanced education and/or training in financial management/marketing/business management/human resource management, and teaching/facilitating.
- At least three years entrepreneurial experience and/or experience working with small businesses.
- At least two years of experience developing business plans and/or counseling business owners.
- Must be able to read, write and speak professional level English and Spanish.
- Experience and demonstrated ability facilitating groups, teaching, and/or training adults.
- Experience working in a non-profit organization and working with diverse populations.
- Current Colorado driver's license, good motor vehicle record, and current automobile insurance.
- Ability to be flexible and work evenings or weekends.

KEY COMPETENCIES

- Strong networking and team building skills.
- Proficiency using and instructing word processing, database, spreadsheet, and financial software.

Mi Casa is an equal opportunity employer.

Interested persons should submit a cover letter and resume to jobs@MiCasaResourceCenter.org by April 3, 2017. Interviews may occur as qualified candidates apply.

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