

**Position: Business Counselor**

**Job Location: Sacramento, CA**

**Position Type: Full Time**

California Capital is seeking a highly motivated, detail oriented, and engaging individual to join our team as a Business Counselor for the California Capital Women's Business Center. WBC Business Counselors provide timely, professional, one-on-one technical assistance to small business owners and entrepreneurs on topics including business management, operations, sales, and financing. Business Counselors are also trainers, providing workshops and classes to teach a broad audience on business fundamentals or other specialized topics. WBC Counselors must keep accurate records of counseling activities within California Capital's information systems and work with program staff to provide webinars and trainings.

Since 1982, California Capital Financial Development Corporation (California Capital), a nonprofit 501(c)(3) corporation, has supported our community through capacity-building and access to capital programs for small businesses and entrepreneurs. With a focus on low-wealth and underserved communities, California Capital provides technical assistance through a continuum of services including business training, one-on-one counseling, and lending programs. The small businesses we serve are seeking direct technical assistance in specific areas including business plans, business technology and computer skills, financial projections, cybersecurity plans and assessments, online sales, and navigation of legal and tax documentation. We work with a range of subject matter experts and welcome applicants who can provide expertise in these or other areas.

Counseling and training have previously been offered in-person, but due to the impacts of COVID-19, this position is temporarily remote, and California Capital will follow all state and local data and guidelines to ensure a safe reopening. Counselors must be able to conduct business remotely and perform counseling through video conferencing and be able to manage work individually while collaborating with a team to coordinate service delivery.

**Responsibilities:**

- Provide counseling, training and support to existing and prospective entrepreneurs in developing business plans, financial projections, marketing, record keeping and accounting, financing, management and other areas of small business ownership.
- Exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty.
- Act as a liaison between individual clients and a continuum of business support and financing resources.
- Promote the WBC Program and small business development in our region
- Document counseling sessions with reports submitted in a timely manner. Maintain pertinent reporting information required by California Capital.
- Participate in completion of quarterly and annual reporting required by U.S. SBA
- Maintain records of civic organization contacts, business contacts and other activities performed in support of the goals of the WBC.
- Participate in the goal attainment of the WBC by meeting performance goals and expectations.
- Other duties as assigned by appropriate supervisory personnel.
- Ability to work occasional evenings and weekends, if needed

### **Knowledge, Skills and Abilities:**

- Demonstrated knowledge of subject matter and the ability to develop training and communicate effectively to an audience.
- Demonstrated counseling skills such as listening, identifying problems, analyzing alternatives, and developing viable recommendations for business owners seeking assistance.
- Plan, organize, prioritize and perform multiple tasks to perform job functions in an orderly, efficient manner.
- Work independently with moderate supervision.
- Maintain knowledge and awareness of practices and standards of various California Capital programs.
- Bilingual candidates are encouraged to apply.

### **Minimum Qualifications and Requirements:**

- BA/BS in Business Administration, a related discipline, or equivalent experience is preferred.
- Proficiency in the use of business software applications e.g. MS Word, Excel, Outlook, and PowerPoint.
- Must be willing to reach out to sponsors, partners and community groups to build awareness and support of California Capital's mission
- Must be willing to attend events and meetings on behalf of California Capital as needed
- Must be proficient and comfortable speaking to large and small groups of people
- Read, comprehend and interpret written materials of moderate to complex difficulty

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **About California Capital:**

Since 1982, California Capital Financial Development Corporation (California Capital), a nonprofit 501(c)(3) corporation, has supported our community through capacity building and access to capital programs for small businesses, new businesses, and entrepreneurs. Certified by the U.S. Department of Treasury as a Community Development Financial Institution (CDFI), since 2002, we are a mission-based organization, focusing on programs and services with a goal of creating asset and wealth development in low/moderate income, diverse and underserved communities. California Capital provides technical assistance through a continuum of services including business training, one-on-one counseling, and a number of access to capital programs. California Capital also holds the designation as an SBA Women's Business Center, a Procurement Technical Assistance Center, and a Sacramento Employment and Training Agency Business Information Center. More information is available at: [www.cacapital.org](http://www.cacapital.org)

California Capital is an equal opportunity employer that seeks diversity with respect to race, ethnicity, culture, gender age, sexual orientation and physical abilities.

### **How to Apply:**

Interested candidates should email resume with a cover letter to [careers@cacapital.org](mailto:careers@cacapital.org) with "WBC Counselor" in the subject line. Must be a U.S. citizen or permanent resident to comply with ITAR; and a valid driver's license. Offers of employment are contingent upon completion of a satisfactory background and reference check.