

Position: Business Consultant / Trainer

Location: Sacramento, CA

Position Type: Contract, Part-Time

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 for new and existing businesses through a continuum of services including training, one-on-one counseling, and lending programs.

We are seeking individuals with excellent counseling and training skills who demonstrate a strong commitment to California Capital's mission. 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 also provide workshops and classes to teach a broad audience on business fundamentals or other specialized topics.

The small businesses we serve are seeking direct technical assistance in specific areas including business plans, business technology and computer skills, financial projections, e-commerce, 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 are normally provided both in-person and by phone or videoconference, but due to the impacts of COVID-19, we have suspended in-person counseling and training. Contracted WBC Business Counselors must be able to conduct business and provide technical assistance and training remotely, perform counseling through video conferencing, and must be able to manage work individually to meet performance goals.

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.
- Refer individual clients to California Capital's
- Document counseling sessions with reports submitted in a timely manner. Maintain records of activity performance in support of the goals of the WBC and submit timely and accurate invoices.
- Exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty in all client interactions.
- Participate in the goal attainment of the WBC by meeting performance goals, attending required trainings or meetings, and maintaining professional standards of conduct.

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.

- 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

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

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 Respond to this Announcement:

Interested respondents should email a resume, cover letter, and price proposal to careers@cacapital.org with "WBC Consultant" in the subject line.