

JOB TITLE: BUSINESS ADVISOR, SMALL BUSINESS DEVELOPMENT CENTER
REPORTS TO: PROGRAM DIRECTOR, SMALL BUSINESS DEVELOPMENT CENTER

DESCRIPTION

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. More information is available at: www.cacapital.org

Sacramento Valley SBDC seeks to hire a new Business Consultant. The Business Consultant at the SBDC is responsible for consulting with start-up and existing small business clients to help their businesses start, grow, and prosper. The Business Consultant is a contract position, preferably based in Sacramento, Yolo, Yuba or Sutter County; it is annually renewable based on continued center funding from external grants and other sources, and reports to the Center Director. Review of applications will begin immediately and continue until filled.

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.
- Document counseling sessions with reports submitted in a timely manner. Maintain pertinent reporting information required by SBDC
- Maintain records of civic organization contacts, business contacts and other activities performed in support of the goals of the SBDC.
- Participate in the goal attainment of the SBDC 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 knowledge and understanding in business entity formation, basic bookkeeping, human resource and finance
- Demonstrated counseling skills such as listening, identifying problems, analyzing alternatives, and developing viable recommendations for business owners seeking assistance.
- Work independently with moderate supervision.
- Bilingual candidates are encouraged to apply.

Minimum Qualifications and Requirements:

- BA/BS in Business Administration, a related discipline, or equivalent experience is preferred.
- Business ownership experience is highly preferred.
- Proficiency in the use of business software applications e.g. MS Word, Excel, Outlook, and PowerPoint.
- Must be willing to attend events and meetings on behalf of SBDC 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

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

California Capital Financial Development Corporation is committed to employing quality staff members who are dedicated to community outreach and to recruiting and hiring persons from diverse backgrounds. Diversity fosters cultural awareness, promotes mutual understanding and respect, and promotes a productive and safe working environment.

EMPLOYMENT TYPE: Independent Outside Consultant **NOTE:** A business license and business insurance coverage is required.

APPLICATION INFORMATION

Interested candidates must submit the following documents via email for consideration:

- Resume
- A cover letter of interest that succinctly addresses how your experience and professional qualifications prepare you for this position

Applications may be submitted to careers@cacapital.org with "General Business Advisor Consultant" in the subject line.

California Capital is an equal opportunity employer.