



*"Capital and Capacity to Serve Communities"*

**Position: Women's Business Center Business Counselor**

**Job Location: Sacramento, CA**

**Position Type: Part-Time, Temporary Employee**

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 currently seeking a part-time WBC (Women's Business Center) Counselor who can provide business expertise to small businesses. 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, technical assistance and training are normally provided both in-person and by phone or videoconference. The ideal candidate 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.
- Participate in the goal attainment of the WBC by meeting performance goals, attending required trainings or meetings, and maintaining professional standards of conduct.
- Refer individual clients to California Capital's
- Document counseling sessions. Maintain records of activities performed in support of the goals of the WBC.
- Exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty in all client interactions.

**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.



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**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

**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:** Temporary, part-time employee, 24 hours/week **Hourly rate: \$42** **Start Date: 10/1/2024 to 6/30/2025**

**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](mailto:careers@cacapital.org) with "WBC Counselor" in the subject line.

California Capital is an equal opportunity employer.