



# Women's Business Development Council

## Bilingual Business Advisor

### **Description**

Connecticut economic development organization seeks part-time Business Advisor to deliver bilingual (English/Spanish) entrepreneurial services virtually and across Connecticut, with a focus on Fairfield and New Haven Counties. Services will be geared towards child care providers across the state, positively impacting the short and long-term viability of the child care industry in Connecticut. This person will serve as a key contributor for enhancing and maintaining WBDC's strategic competitiveness as the preferred provider of entrepreneurial training for women and child care providers in Connecticut.

### **What We Seek**

This position requires the ability to deliver innovative entrepreneurial and small business programs and services to child care business owners and women entrepreneurs. The candidate will have strong business acumen including business financial expertise, fluency in English and Spanish, and a minimum of 5 years of experience working with entrepreneurs and small business owners, including those with multicultural backgrounds. The ideal candidate will also have experience working in the child care industry. This position demands a creative, passionate self-starter with strong communication and analytic skills. As part of WBDC's new child care business development initiative, this position provides an outstanding opportunity for the selected candidate to make their mark in a critical sector of the micro-enterprise development industry at a reputable, growing organization.

This part-time position starts at 24 hours per week, with potential for growth. Currently, all operations and client services are virtual. Travel to WBDC offices and training sites including Stamford, Bridgeport, New Haven, Hartford, and New London, will be required once normal operations resume. Hourly compensation ranges from \$45-\$55 per hour and will be commensurate with experience.

### **Duties and Responsibilities**

The Business Advisor is primarily responsible for delivering relevant, cutting-edge, bilingual and bicultural quality entrepreneurial programs and services to WBDC clients, particularly child care businesses, to help them launch, maintain and scale sustainable businesses.

- Counsel and assist clients on all aspects of launching, maintaining, and scaling a business
- Deliver WBDC entrepreneurial programming through live and on-demand training, including in an area of personal business expertise (e.g., accounting, finance, lending, marketing, operations, procurement, sales, strategy)
- Deliver WBDC's long-term business plan development program, and provide clients with feedback on their business plans
- Support clients in becoming grant and loan-ready: conduct review of client's business plans and financial statements, and assist clients with preparing financial projections
- Work with team to enhance existing offerings and develop new programs to address changing client needs and economic conditions for established child care businesses
- Develop/maintain working knowledge of Connecticut's child care industry and resources available to child care providers
- Assist Program Managers in cultivating relationships with community and partner organizations

## Qualifications

- Minimum 5 years professional experience in small business, micro-enterprise, banking, and/or economic development, with experience delivering training and counseling/coaching to small business owners
- Fluency in English and Spanish, both written and oral
- Excellent communication skills, including an adeptness at presenting to small groups
- Experience working with child care businesses preferred
- Financial management experience, including prowess in creating and analyzing financial documents
- Undergraduate degree, or an equivalent combination of education and experience in lieu of a degree
- Sales and customer-service oriented with proven skills in client outreach, and sensitive to the needs of a diverse, multicultural client base
- Availability to work occasional evenings and/or weekends as needed

## About Us

For over 20 years, the Women's Business Development Council (WBDC) has been providing entrepreneurial training, financial education, and access to capital services to women entrepreneurs, helping them to succeed in business. Services include training, technical assistance, microgrants and networking opportunities. Headquartered in Stamford with regional offices in New Haven and New London Counties, WBDC has assisted in the creation of over 1,800 businesses, supported the sustainability and expansion of 3,800 established businesses, and created more than 4,900 jobs.

## How We Operate

We are a small team of over 25 talented individuals who collectively deliver outstanding results through a high level of passion and commitment.

## Please apply if you:

- Possess an *Entrepreneurial Mindset* - creative, motivated, enthusiastic, and energetic
- Seek to inspire and empower those around you, whether they are clients or colleagues
- Prosper in a culture of teamwork and growth, and value collaboration
- Can think outside the box, pivot, and adapt to client's changing needs

## How to Apply

Interested candidates that are intimately familiar with this job posting and excited by this opportunity should email their cover letter and resume to [maryann@impactpersonnel.com](mailto:maryann@impactpersonnel.com). Please list WBDC Bilingual Business Advisor in the e-mail subject line. No phone inquiries.

## Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

## WBDC, Inc. Equal Employment Opportunity Statement

WBDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome qualified applicants to receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.