



Women's Business Development Council

Waterbury Small Business Advisor (Spanish-language)

Overview

The Women's Business Development Council (WBDC) is seeking a driven and passionate Spanish-language Waterbury Small Business Advisor to serve clients in our Waterbury office.

The Waterbury Business Advisor (Spanish-language) has a multi-faceted role within the Client Services Team. They are responsible for developing and delivering relevant, cutting-edge, quality entrepreneurial programs and services focused on all aspects of small business management to WBDC clients to achieve optimal economic impact outcomes. The Waterbury Business Advisor (Spanish-language) will be responsible for educating clients on the elements of management for businesses of all sizes. Key knowledge areas include: business start-up, marketing, finance, HR, accounting, access to capital from traditional and nontraditional sources, and other topics.

In addition to proficiency in Spanish and English, the ideal candidate will demonstrate a deep cultural competency and understanding of the diverse backgrounds and challenges encountered by Spanish-speaking entrepreneurs. Recognizing the cultural nuances and barriers they may face, the Waterbury Small Business Advisor will tailor their guidance and support to ensure inclusivity and accessibility to all clients. By fostering an environment of cultural sensitivity and understanding, we aim to empower entrepreneurs from diverse communities to achieve their business goals and contribute to economic growth. The Waterbury Business Advisor will deliver services in Spanish to Spanish-speaking clients.

This person will also be responsible for engaging clients, volunteers, and the community. This position is a key contributor for enhancing and maintaining WBDC's strategic competitiveness as the preferred provider of entrepreneurial training in Connecticut. The Waterbury Small Business Advisor (Spanish-language) will report to WBDC's Central Region Program Manager.

This position will be based in WBDC's Waterbury office. Travel around the city and to our offices in Stamford, New Haven, and New London, as well as other locations across Connecticut, will be required on a regular basis. The salary range for the role is \$50-55/hour. This is a hybrid, part time role, with the hours of 9-5 on Tuesday, Wednesday and Thursday. At least two of the days will be worked from WBDC's office in Waterbury, and the third day can be done remotely. Occasionally, evening or weekend work may be required.

Duties and Responsibilities

- Develop, enhance, and deliver WBDC's programming around small business management; recruit volunteer guest speakers and advisors; counsel and guide clients on start up, financing topics and strategy; advocate and encourage business plan development; review business plans and provide clients with constructive, actionable feedback
- Enhance and deliver WBDC entrepreneurial management programming through live training and one-on-one business advising in Spanish and English
- Advise and assist clients in greater Waterbury on all aspects of launching and/or scaling a small business and financial management
- Enhance existing offerings and develop new programs to address changing client needs and economic conditions for new and established business owners

- Develop/maintain working knowledge of online business planning tools and utilize them in classes and counseling sessions
- Develop/maintain working knowledge of micro enterprise and small business programs in Connecticut and nationally
- Develop/maintain a working knowledge of latest tools available to provide entrepreneurs with enhanced financing opportunities to build their businesses
- Assist Program Team with WBDC's grant programs, including providing pre- and post-funding technical assistance and reporting to support the grant programs
- Follow-up with clients after classes, grant applications and advising, to boost client engagement and collect outcomes
- Complete required data for compliance on a timely basis, within 48 hours after each class/ counseling session; collect client evaluations and testimonials; contribute to client success stories
- Develop and maintain relationships with community partners in the City of Waterbury
- Maintain confidentiality and professionalism in all client interactions
- Manage Spanish-language programmatic volunteers; develop and maintain relationships with volunteers, including vetting volunteer instructors, counselors, and advisors; work with team to ensure seamless tracking and reporting
- Represent and assist at WBDC programs and events
- Represent WBDC at partner events and meetings
- Other duties as assigned

Qualifications

- Oral and written fluency in Spanish and English, as well as cultural competency
- Bachelor's Degree in business, finance, accounting, or relevant field; Master's in Business Administration; or related field preferred
- Minimum 8 years professional experience in the fields of small business management, economic development, or micro-enterprise, with experience delivering training and consulting/coaching to small business owners strongly preferred
- Experience in community outreach
- Experience working with diverse communities or underserved populations
- Excellent communication, writing, organizational and decision-making skills
- Excellent presentation/public speaking skills to small groups in person and virtually
- Strong interpersonal skills, and ability to build trusted relationships
- Sensitive to the needs of a diverse client base
- A natural curiosity and a "big picture" mentality
- Proficiency with Microsoft Excel, PowerPoint, Outlook, and Word
- Availability to work occasional evenings and/or weekends as needed
- Must have own transportation as this position requires travel between locations

About Us

Headquartered in Stamford with regional offices in New Haven, Waterbury and New London, the Women's Business Development Council (WBDC) is the statewide leader of entrepreneurial education for women. The Women's Business Development Council's (WBDC) mission is to support economic prosperity for women and strengthen communities through entrepreneurial and financial education

services that create and grow sustainable jobs and businesses across Connecticut. WBDC educates, motivates and empowers women to achieve economic independence and self-sufficiency. Since 1997, WBDC has educated and trained more than 18,900 clients in all of Connecticut's 169 towns—helping women to launch, sustain and scale over 14,000 businesses, create and maintain more than 31,000 jobs in Connecticut, and access more than \$57 million in capital. Visit ctwbdc.org for more information.

How We Operate

We are a team of 35 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
- Thrive in a fast-paced environment, and are comfortable with change
- Take initiative, and are willing to go above and beyond to achieve results
- Are highly detailed, and demonstrate a sense of urgency in setting and meeting deadlines
- Can work independently, and see the big picture while working in the day-to-day
- Prosper in a culture of teamwork and growth, and value collaboration
- Are passionate about supporting women entrepreneurs and small business owners

How to Apply

Interested candidates should email their cover letter, and resume to resumes@ctwbdc.org. Please list WBDC WATERBURY BUSINESS ADVISOR (SPANISH-LANGUAGE) 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.