



Women's Business Development Council

Child Care Business Advisor (Spanish-Language)

OVERVIEW

The Women's Business Development Council (WBDC) is seeking a driven and passionate Spanish-speaking full-time Business Advisor to deliver bilingual (English/Spanish) entrepreneurial services, virtually and across Connecticut. Services will be geared towards child care businesses.

This 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 child care clients to achieve optimal economic impact outcomes. Key knowledge areas include: business start-up, marketing, HR, personal finance, business finance, accounting, access to capital from traditional and nontraditional sources, and other topics. The ideal candidate will also have experience working in the child care industry, especially with family child care providers.

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 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 Business Advisor will primarily deliver services in Spanish to Spanish-speaking child care clients. This person will also be responsible for engaging clients, volunteers, and the community. This position demands a passionate self-starter with strong communication and analytical skills, who can deeply connect with clients, guiding and inspiring them to adopt healthy business habits.

This is a full-time role. At least two days/week will be worked from our Hartford office, and the remaining days can be done remotely. Occasionally, evening or weekend work may be required. Travel around the state and to our offices in Stamford, Waterbury, 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 \$70,000 to \$75,000 plus benefits, commensurate with experience.

DUTIES AND RESPONSIBILITIES

The Child Care Business Advisor is primarily responsible for delivering relevant, bilingual and bicultural entrepreneurial programs and services to WBDC clients, particularly child care providers, to help them launch, maintain and grow sustainable businesses.

- Advise and assist clients on all aspects of launching, maintaining, and growing a business, with a focus on sole proprietors and family child care providers; advocate and encourage action plans and business plan development; review action plan and business plan progress, and provide clients with constructive, actionable feedback
- Deliver WBDC entrepreneurial management programming through live training – topic areas may include accounting, finance, lending, human resources, marketing, operations, sales, strategy
- Support clients in becoming grant- and loan-ready by reviewing business plans, and assisting with financial statements and projections

- Assist in the evaluation of WBDC Child Care Opportunity Fund grant applications
- Work with team to enhance existing offerings and develop new programs to address changing client needs and economic conditions for child care businesses
- Develop/maintain working knowledge of CT's child care industry and relevant resources
- Cultivate relationships with aspiring and existing child care providers, community and partner organizations
- Represent and assist at WBDC programs and events, and partner events and meetings
- Other duties as assigned

QUALIFICATIONS

- Minimum 8 years professional experience in small business, micro-enterprise, banking, and/or economic development; entrepreneurial and/or early childhood experience a plus
- Bachelor's Degree in business, finance, accounting, or relevant field; Master's in Business Administration; or related field preferred
- Oral and written fluency in Spanish and English, as well as cultural competency
- Experience in community outreach, and ability to build trusted relationships
- Experience working with diverse communities or underserved populations; working with women-owned small child care businesses or sole proprietors a plus
- Excellent communication, writing, organizational and decision-making skills
- Proven skills in delivering in person and virtual training and coaching to adults; experience designing curriculum for adults a plus
- Financial management experience, including ability to create and analyze financial documents
- Availability to work occasional evenings and/or weekends, with own transportation

ABOUT US

Headquartered in Stamford with regional offices in New Haven and New London, the Women's Business Development Council (WBDC) is the statewide leader of entrepreneurial education for women. WBDC's 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 over 31,000 jobs in Connecticut, and access more than \$57 million in capital. Visit ctwbdc.org for more information.

WBDC offers a competitive benefit package including health, dental, vision, and life insurance, a retirement plan, paid time off, and holidays, in a supportive working environment.

HOW WE OPERATE

We are a small 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
- Prosper in a culture of teamwork and growth, and value collaboration
- Can think outside the box, pivot, and adapt to client's changing needs
- Are passionate about supporting women entrepreneurs and child care business owners

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 resumes@ctwbdc.org. Please list WBDC Bilingual Child Care 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.