



## Part Time Business Advisor (Spanish-Language)

### OVERVIEW

The Women's Business Development Council (WBDC) is seeking a driven and passionate Spanish language Part Time Small Business Advisor to support Connecticut's child care entrepreneurs in launching, growing, and building financially sustainable businesses. The ideal candidate is energized by helping clients succeed and brings a blend of business expertise, relationship-building skills and problem-solving ability. Whether working one-on-one with a business owner, leading a training program or connecting clients to resources, this individual will play a key role in strengthening Connecticut's child care sector and the small businesses that support it.

The 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 in the child care industry to achieve optimal economic impact outcomes. They 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 non-traditional sources, and other topics. 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 and make strategic business decisions.

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. 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 deliver services in Spanish and English.

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 Business Advisor will report to the Child Care Program Manager.

This is a part-time role, at 3 days/week (24 hours), requiring working from a WBDC office (Stamford, Hartford or Waterbury) on Tuesdays and Thursdays and remote work on Wednesdays. Occasional evening or weekend work will be required. Travel around the state and to our offices (Stamford, Hartford, Waterbury and New London) will be required on a regular basis. The salary range for the role is \$45 - 50/hour.

### DUTIES AND RESPONSIBILITIES

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

- Enhance and deliver WBDC entrepreneurial management programming through live training and one-on-one business advising in Spanish and English to child care business clients – topic areas may include accounting, finance, human resources, marketing, operations, strategy
- Advise and assist clients on all aspects of launching and/or growing 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 advising sessions
- Develop/maintain working knowledge of child care business and small business programs in Connecticut and nationally
- Support clients in becoming grant- and loan-ready by reviewing business plans, and assisting with financial statements and projections
- 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
- Assist Child Care Team in cultivating relationships with community partners and clients
- Complete required data for compliance on a timely basis, within 48 hours after each class/ advising session; collect client evaluations and testimonials; contribute to client success stories
- Maintain confidentiality and professionalism in all client interactions
- Represent and assist at WBDC programs and events, and 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 of professional experience in business leadership, management, consulting, entrepreneurship, or related fields, with demonstrated experience in strategic planning, financial management, operations, or business growth. Experience delivering training, advising, consulting, or coaching to business owners is strongly preferred
- Proven skills in delivering in person and virtual training and coaching to adults
- Experience working with women-owned/women-led child care businesses a plus
- Financial management experience, including ability to create and analyze financial documents
- Experience in community outreach, and ability to build trusted relationships
- Experience working with women-owned/women-led child care businesses a plus
- 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
- 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 Hartford, Waterbury 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 nearly 21,400 clients in all of Connecticut's 169 towns—helping women to launch, sustain and scale over 16,000 businesses, create and maintain 40,000 jobs in Connecticut, and access more than \$83 million in capital. Visit [ctwbdc.org](http://ctwbdc.org) for more information.

### HOW WE OPERATE

We are a team of 40 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](mailto:resumes@ctwbdc.org). Please list WBDC PART TIME 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.