



Women's Economic Ventures Job Description – Avanza Business Advisor

Classification: Non-exempt, part-time employee
Reports To: Spanish Program Officer

Duties and Responsibilities:

Work Activities

Our Business Advisors work 1:1 with clients to identify and prioritize goals for small-businesses, analyze business processes and outcomes, review process efficiency and adequacy and recommend options for improving our clients' business performance and profits. The Business Advisors uses this information to help Business Owners solve problems and discusses project progress with clients.

Competencies and Tools

The Business Advisor must have a knack for understanding complex problems and providing real-time appropriate solutions. Good communication skills, analytical aptitude and time management ability are also required. The Business Advisor's job is not to make decisions or solve problems for clients but to facilitate the development of those skills and support clients in making prudent judgments that will help ensure the long-term growth and success of their business.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Qualifications and Experience:

- General Business Expert with specialties in Marketing, Sales or Finance
- Minimum of 3 years consulting experience for small businesses
- Minimum of 5 years as a business owner
- Flexible schedule to meet with clients
- Familiar with (and not afraid of) Internet marketing and technology; willing to learn
- Continues to develop professionally and keep up with current trends
- Has a rolodex of other business experts / local business contacts (for making referrals and recruiting new consultants)
- Has a background in training and adult education and/or coaching
- Personable with great communication skills, both written and verbal
- Proficient at scheduling and paperwork
- Aptitude for analysis and problem solving
- Self-motivated, confident and decisive
- Adaptable and comfortable with change

- Goal-oriented and able to come up with practical, actionable solutions
- Dependable and reliable
- Must be a cheerleader for our clients while also holding them accountable
- Honest and loyal to WEV and its mission
- Willing and able to meet with clients in Santa Barbara or Ventura counties
- Willing and able to devote an average of 3 hours per month to this position

Required: Must align with WEV's mission in the delivery of services. Bilingual, fluent in written and spoken Spanish, and experience working with Latino bicultural communities. Entrepreneurial experience. Demonstrated facilitation skills, good listening and interpersonal communication skills. Business consulting skills, particularly in small business management, finance, planning and analysis, or commercial lending experience.

Preferred: B.A. or M.A. preferred in business, education, finance or related field. Small business experience may substitute for degree.

Compensation:

Part-time, \$49/ hour, 10-20 hours per month.

To apply:

Send an email with 'Avanza Business Advisor– Your Name' in the subject line, along with resume and cover letter, to WEV's Spanish Program Officer at jobs@wevonline.org. In your cover letter, please describe any personal or professional experience with entrepreneurship, business consulting and facilitation of trainings. No phone calls, please.

About WEV:

Women's Economic Ventures (WEV) is a non-profit organization providing training, loans and consulting to entrepreneurs in Santa Barbara and Ventura Counties since 1991. WEV is an Equal Opportunity Employer. While WEV is a non-profit, it more closely resembles a start-up with an entrepreneurial environment. The successful candidate will need to be comfortable in a results-oriented culture, take ownership of their work, and exercise initiative and creativity to be successful.