



Title: Capacitación Empresarial- Instructor

Reports to: Spanish Program Officer

Primary Place of Business: Location of Capacitación Empresarial course dictates the primary place of business; location may vary if multiple classes are taught in one week.

Women's Economic Ventures (WEV) seeks a part-time Capacitación Empresarial instructor based to teach the fall course in Santa Barbara, set to begin in early September 2019.

Women's Economic Ventures (WEV) is a non-profit organization dedicated to creating a just and equitable society through the economic empowerment of women.

Responsibilities:

Program Development and Implementation:

- Plans and prepares classroom activities using Instructor's Manual as a guide
- Guides/provides parameters for guest speakers when scheduled by WEV staff
- Evaluates curriculum content and guest speaker effectiveness
- Attends training as requested, including new instructor training for first season

Direct Services:

- Instructs Smart Entrepreneurial Training course (one 3-hour class weekly) using the Instructor's Manual as a guide
- Reviews and provides feedback on client work submitted by deadline
- Establishes set office hours to assist course participants by email, phone, or in person.
- Refer clients to WEV staff or other support services in the community for additional help
- Reviews and fills out business plan evaluation forms within two weeks of the end of class for all clients who submit a business plan

Administrative:

- Works with WEV staff to request supplies
- Submits attendance to the WEV office the day after each class
- Circulates and mails guest speaker/consultant thank you notes
- Recommends guest speakers/consultants to staff when appropriate
- Completes email check-ins with staff once per week
- Meetings as necessary with staff

Required Qualifications and Experience:

- Bilingual, fluent in written and spoken Spanish, and experience working with Latino bicultural communities.
- Demonstrated facilitation and teaching skills
- Experience starting, managing, or growing a small business
- Excellent listening and interpersonal skills
- Business consulting skills, particularly in small business management, finance, planning and analysis, or commercial lending.

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

Compensation:

Part-time, \$40- \$44/ hour with a maximum of 90 hours per class taught (February to May and/or September to December)

To apply:

Send an email with 'Capacitación Empresarial Instructor– 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.