

## **Job Description**

**Position:** Small Business Development Center (SBDC) Advisor

**Employment:** Part Time

**Classification:** Exempt

**Supervisor:** SBDC Director

### **Responsibilities of the Illinois Small Business Development Center (SBDC) Advisor**

The position of Business Advisor/Specialist will dedicate his/her time providing business advice. The following describes the general requirements for the performance of this job. It is not a complete statement of duties, responsibilities or requirements. Other duties not listed here may be assigned by leadership.

### **SPECIFIC DUTIES**

- provide direct client advice assistance
- maintain client files with appropriate records included
- provide referrals to other appropriate Department of Commerce programs
- assist in the completion of monthly reporting
- research and developing material necessary for clients' needs
- assist in the production of promotional materials for center (e.g., flyers, newsletters, etc.)
- develop marketing plans for training programs
- develop SBDC training programs and analyze impact on participants
- coordinate the monthly ¡WEPA! Community Pop Up event with local entrepreneurs and artisans
- Participate in the 4 major events of the PRCC
- aid in the process of writing business grants
- other duties as assigned

## **MINIMUM QUALIFICATIONS**

- B.A. or B.S. degree in business, economics, accounting or equivalent field.
- experience in business management and/or financial business analysis (banking) is preferred
- excellent communications skills
- Fundraising knowledge a plus
- Ability to handle confidential information with discretion
- Demonstrated proactive approach to problem-solving with strong decision-making capability
- Ability to write, create reports and prepare PowerPoint presentations for Training Purposes (English and Spanish)
- Skills in the use of computers and business-related software
- Proficient with Google Apps including Gmail, Google Calendar, Drive and Docs.
- Intermediate level of proficiency with Word, Excel, PowerPoint and Adobe Acrobat.
- Ability to work with diverse communities including the LGBTQ population and demonstrate inclusion.