



# The Puerto Rican Cultural Center

HR Department | 2556 W. Division St., Chgo, IL | P: (773) 360-1613 / F: (773) 913-0706

## Job Description

**Position:** Small Business Development Center (SBDC) Legal Consultant

**Employment:** Contractor

**Classification:**

**Supervisor:** SBDC Director

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

The Small Business Development Center (SBDC) Legal Consultant will work with clients to provide legal advice in regards to contracts, employment, property, banking, business structures, as well as how to handle disputes and how to get the business in good legal standing. He/She will identify legal issues, and will provide training on how to draft legal documents.

### **SPECIFIC DUTIES**

- Give accurate and timely counsel to SBDC clients in a variety of legal topics (labor law, partnerships, corporate finance etc.)
- Provide legal advice in drafting contracts and legal documents
- Research and evaluate different legal factors that can affect business decisions and operations
- Provide advice about employees' manual, business policy and labor laws.
- Provide clarification on legal language to SBDC clients
- Maintain current knowledge of alterations in legislation
- Offer advice about business permits and new business law compliance
- Other duties as assigned

## **MINIMUM QUALIFICATIONS**

- J.D. degree from an ABA-approved law school and be an active member in good standing of the Bar
- Experience in law business consulting
- Up to date with new business laws
- At least 1 year of experience working with small businesses
- Excellent communications skills
- 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)
- 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.

Bilingual (English and Spanish)