

**Thurston Economic Development Council**

**Washington Center for Women in Business (WCWB)**

**Job Title:** Business Coach, Part-Time

**Reports to**: Manager, Washington Center for Women in Business

**ORGANIZATION:**

The Thurston Economic Development Council (EDC) is a private non-profit organization, governed by a 24 member Board of Directors. As the lead economic development organization in Thurston County, our mission is to create a vital and sustainable economy throughout the county and region that supports the livelihood and values of our residents. We do this by:

* connecting local businesses with experts and resources that help them remain competitive;
* creating and delivering strategic messages that attract new investment to our community;
* working with our community partners to enhance our collective prosperity and encourage our economic future;
* and participating regionally to ensure that Thurston County plays an appropriate role on the regional economic stage.

The EDC provides technical assistance to businesses through the Center for Business & Innovation, formerly known as the Business Resource Center (BRC), a separate non-profit organization that provides a one-stop resource for business start-up and planning assistance and government contracting assistance. Co-located with CB&I is South Puget Sound Community College, the Small Business Development Center (SBDC), and several other entities which provide technical assistance for businesses.

The Washington Center for Women in Business (WCWB) is a program of the EDC whose mission is to develop people, using the tool of entrepreneurship. We serve Washington state. We offer one-on-one coaching in person and via skype and phone, as well as business trainings in person and online, and special educational and networking events.

The WCWB is funded in part through a cooperative agreement with the US Small Business Administration, Office of Women's Business Ownership (OWBO). Women’s Business Center Programs are designed to educate, counsel and support clients in the areas of business planning, finance, management, procurement, and marketing.

**POSITION OBJECTIVE:**

The WCWB Business Coach is a part-time position responsible for providing technical assistance (training and coaching) to women entrepreneurs via face-to-face and distance methods. This position will have a focus on serving rural and underserved areas around Thurston County, local travel will be required, mileage will be reimbursed. Areas of assistance include business planning, start up help, accounting/financial, loan package preparation, legal, licensing, and regulatory requirements, management, sales, marketing, taxes, risk management, and other related business topics.

**DUTIES AND RESPONSIBILITIES:**

* Provide in-person and online business training and coaching in the following areas:

business planning, start up help, accounting/financial, loan package preparation, legal, licensing, and regulatory, management & human resources, sales, marketing, taxes, risk management, and other related business topics.

* Conduct comprehensive assessments of new clients to determine the kinds of assistance and resources needed to meet clients’ goals.
* Manage the relationship with and service delivery to the clients. Deliver extraordinary value, and assure client satisfaction.
* Maintain appropriate detailed documentation of all coaching and training.
* Complete follow up tasks, and build and strengthen client relationships.
* Ensure appropriate referrals to other CB&I programs which could benefit clients, such as SBDC, PTAC, etc.
* Assist with marketing and outreach efforts to targeted clients, with an emphasis on socially and economically disadvantaged women.
* Assist in developing, maintaining and expanding relationships with SBA and other resource partners, to include: SBDCs, PTAC, SCORE, SBA Microloan Program lenders, non-lender technical assistance providers, mainstream financial institutions, state and /or local governments, chambers of commerce, loan funds, community colleges, and women’s organizations.
* Prepare and deliver presentations about the WCWB and various other business topics. Represent the WCWB at conferences and other outreach events as requested.
* Assist Program Manager with grant compliance and reporting as necessary.
* Conduct daily operations in a way that is compliant with our grant requirements.
* Assist in developing and delivering program offerings to address changing client needs and economic conditions of small businesses.
* Additional duties as assigned.

This person in this role generally spends their working hours in the following manner:

* 50-60% in one-one-one coaching sessions. This is the main focus of the person in this role.
* 20% in online or in-person training sessions/workshops
* 10-20% in metrics, documentation and follow up, meetings, and administrative or marketing related tasks.

**MINIMUM QUALIFICATIONS:**

* Commitment to the cause of empowering women entrepreneurs.
* Strong work ethic, including having the emotional bandwidth/endurance to see multiple coaching clients each day for successive one-hour coaching sessions.
* Strong understanding of basic business principles and practices, and willingness to learn.
* Detail oriented – willing to utilize existing documentation systems and program technologies to conduct daily operations in a manner that is consistent with our grant requirements and existing procedures.
* An entrepreneurial mindset: creative, motivated, enthusiastic, and energetic.
* Proven track record building and maintaining client relationships.
* Sensitive to the needs of, and compassionate with, a very diverse client base.
* Works well in a collaborative, team environment.
* Innovative, self-starter with ability to initiate and implement multiple projects.
* Strong written and verbal communication skills including public speaking to large groups.
* Excellent “people skills” as well as organizational, communication, writing, technology and decision-making skills.
* Ability to work flexible hours, including some weekday evenings and some weekend times as required.
* Has reliable transportation, and is able travel within WA state as required. Currently this may average about 1 day per week, but this could change as demand increases.
* Working knowledge of Microsoft Office products including Word, Excel, Outlook and PowerPoint.
* Strong computer skills and ability to learn new systems and applications. Will conduct research using the Internet and use web-based applications for some record keeping and online trainings.
* BA/BS in business or a related field of study or equivalent self-employment or small business management experience.
* Minimum of three years of experience in at least one of the following areas: providing coaching and/or training to entrepreneurs, or in self-employment, or in small business management.

**PREFERRED QUALIFICATIONS:**

* Bilingual candidates are encouraged to apply.
* Personal and leadership development experience, and a philosophy of empowerment.
* Experience delivering training via web-based methods.
* Loan packaging/ loan prep experience is a plus.

**SALARY SCALE:**

The position is part-time, hourly position averaging 8-10 hours per week. This position salary range is $20-24 hourly, DOE. The position is subject to annual leave and sick benefits as well as all other employee policies and benefits contained in the EDC Personnel Policies Manual.

**APPLICATION INSTRUCTIONS:**

To apply, please send cover letter, resume and references to Traci Hansen, Program Manager, Washington Center for Women in Business via email from this ad, with “Business Coach” in the subject line. Your cover letter must address how your background meets the minimum qualifications and if applicable, preferred qualifications, as identified above.