

Women's Business Center of Utah Southern Business Advisor

Job summary:

As a Salt Lake Chamber employee, under the direction of the Women's Business Center of Utah Southern Director, the business advisor individually assists and supports Utah women business owners and aspiring entrepreneurs within the fifteen southern and eastern counties in order to accomplish WBCUtah's mission to help women build confidence, create opportunities and experience success in business ownership. The advisor provides women-focused one-on-one advising and outreach to support women entrepreneurs both virtually, and in-person when advisable. This position is funded by CARES Act federal funding and therefore is a temporary 1 year engagement.



Key Responsibilities:

One-On-One Advising

- Provide personalized one-on-one business advising, technical assistance and follow up, without bias
- Accommodate the schedules of working women and mothers by offering offsite, video, phone or after hour appointments, including weekends and evenings; using an online scheduling platform
- Keep accurate counseling records within appropriate database and upload to SBA's federal portal
- Maintain relationships with other resource providers and keep current on industry specific information and technology
- Recommend and encourage clients to participate in WBCUtah training and utilize online courses and other resources and tools on WBCUtah.org

Client Relations & Advocacy

- Coordinate all communicate with and be point of contact for all clients on behalf of the WBCUtah
- Work with the program coordinator to plan relevant topics for WBCUtah training based on current client needs
- Attend and participate in community events that support and advocate for women business
- Help gather WBCUtah client success stories for local, statewide and national promotion
- Recommend and participate in the selection of annual WBUtah Entrepreneur of the Year Award honoree

Training

- Present for and facilitate quarterly Ms. Biz cohort program
- Occasionally present on business and entrepreneurial topics at WBCUtah and community training events

Team Support

- Help set and accomplish WBCUtah office and statewide strategic goals and objectives
- Help plan and carry out client recruitment efforts, with a focus on rural counties in Southern & Eastern Utah

- With cross-training, assist coworkers with responsibilities as needed
- Engage in WBCUtah office and statewide meetings and retreats and Salt L meetings and major events

Qualifications

The ideal candidate will have the following skills, competencies and experiences, which are essential to being a successful business advisor.

Required:

- **Attitude:** Positive and cheerful disposition, kind to, helpful and patient with others, with high integrity and punctual
- **Business Ownership:** Business ownership experience with an understanding of entity registration/licensing, and principles of marketing, management and business finances
- **Communication:** Fluently speaks English with ability to explain complex processes in simple terms to individuals with varying levels of English & technology proficiency
- **Interpersonal Skills:** Ability to provide a helpful one-on-one environment with women, minorities and those from marginalized communities in a safe, culturally competent and supportive environment; and gets along with others
- **Team Player:** Able to contribute, assist and support collaboratively to accomplish goals and objectives in a team environment
- **Organization:** Organized with effective time management skills for short and long-term planning and ability to successfully accomplish tasks with conflicting priorities & deadlines
- **Travel/Availability:** Able to occasionally travel and work occasional evening and/weekends as needed

Preferred:

- **Technology:** Experience with or ability to learn database management, team communication platform, video conferencing and Google Drive & Docs/Sheets
- **Critical Thinking:** Ability to think critically, analyze problems using a variety of perspectives and use creative problem solving
- **Self-motivation:** Has worked independently, without the need for supervision and follow up, with experience in balancing client needs and organizational responsibilities
- **Bilingual:** Ability to communicate in English and Spanish
- **Education:** Bachelor's Degree preferred

Salt Lake Chamber is an equal opportunity employer.

Temporary 1 yr. remote position.