



## Empresas (Small Business) Coach and Training Specialist

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### JOB ANNOUNCEMENT

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#### SUMMARY

Are you a people person? Enjoy making new connections and building positive relationships? Passionate about helping low-income families improve their lives through entrepreneurial, educational, and empowerment programs? Join the Adelante Mujeres family and become part of a growing organization providing award-winning programming and holistic services to Latina women and their families in Washington County, Oregon. Adelante Mujeres means "women rise up" and the women and families in our programs are doing just that. With your help, we can build a diverse community where everyone thrives.

#### RESPONSIBILITIES

The role of the **Empresas (Small Business) Coach and Training Specialist** to be a creative, hands on, entrepreneurial collaborator in our Empresas Business Development Program. The Empresas Coach and Training Specialist will support aspiring and existing Latino micro- business owners with bilingual customized coaching, technical assistance, training, access to capital, networking opportunities and other resources. The ideal candidate will be inspired by and fully committed to the Adelante Mujeres vision and mission.

#### SMALL BUSINESS COACHING AND TRAINING

- Provide technical assistance, one on one coaching, and support to Latino micro-businesses in all aspects of business growth
- Assist business owners in obtaining certifications, insurances, and other compliance documents required to doing business in the State of Oregon
- Assist business owners with access to capital and access to market opportunities
- Develop, coordinate, and present business courses, specialty workshops, and financial literacy sessions to Latino aspiring and existing business owners
- Develop and maintain a network of community members and contacts who have knowledge, experience and information on small business topics

#### PROGRAM SUPPORT AND ADDITIONAL DUTIES

- Recruit and retain Empresas Network Members
- Support marketing and outreach efforts
- Track business skill development and other business needs
- Assist with supervision of interns and volunteers when applicable
- Participate as a member of the Microenterprise team

- Develop and maintain competency in Adelante's mission, work, and needs through regular exposure to Adelante's activities, clients and staff
- Participate in full-staff and team scheduled meetings and trainings
- Support our organization's development and fundraising efforts
- Other duties as assigned by supervisor

## **QUALIFICATIONS**

- Must be fully bilingual in English and Spanish
- Have experience in teaching and facilitating courses for adult learners
- Diplomatic communicator, team player, critical thinker, problem solver
- Highly customer service-oriented
- Cultural competency, ability to work with diverse populations
- Ability to work evening and weekend hours; ability to travel to off-site venues for meetings, events, and professional development is required
- Passionate about entrepreneurship, education, social justice, diversity, and women's empowerment
- An undergraduate degree or comparable experience in business management, entrepreneurship, marketing, or related field

## **HOURS/BENEFITS**

- Salary range: \$40,000-\$45,000 depending on qualifications
- Full-time position
- Full health and dental insurance benefits - 100% paid by employer
- Long-term disability benefits
- Professional development opportunities
- Paid holidays (11.5 days annually)
- Sick days (12 days annually)
- 20 Vacation days per year (20 days years one through five, 25 days after five years)
- Opportunity for broad and impactful work with a growing organization

## **TO APPLY**

Please submit the following material electronically (PDF preferred) to [enterprisejobs@adelantemujeres.org](mailto:enterprisejobs@adelantemujeres.org) (no phone calls, please)

- A one-page cover letter clearly outlining the specific skills and knowledge you bring to the job and why you are a good fit for this position
- A resume detailing relevant experience, work history, education and accomplishments
- Three professional references; contact information upon request

Closing date: Open until filled; Anticipated start date: Open until filled

*Adelante Mujeres is an Equal Opportunity Employer committed to racial, ethnic, gender, and cultural diversity.*