



## EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We believe that delivering effective programs requires support staff that has the same passion and commitment as those who provide direct services. We expect our administrative staff to be respectful and flexible and to be driven to achieve their personal and professional goals.

We endeavor to be an employer of choice and are looking for candidates who will make an immediate and lasting contribution. We have been serving our diverse community for more than 40 years, and if you're passionate about using your skills and experiences to support our mission, we'd like to meet you.

### Business Counselor (Bilingual Spanish) (Full-time, Non-exempt)

**Unit:** Community Economic Development (CED)

**Reports to:** Small Business Program (SBP) Coordinator

**Posting date:** 09/22/2022

**Positions Available:** 1

**Salary:** \$23.00 – 28.00 hourly DOE, plus BENEFITS

**Summary:** Under the direction of the Small Business Program (SBP) Coordinator, the Business Counselor is responsible for the implementation of programs and services identified and developed by the SBP Coordinator and Economic Development Services Manager. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position. Some evening and weekend hours may be required.

#### **Duties / Responsibilities:**

- **Provide business counseling, technical assistance services, and quantitative goals to be determined by current future contracts by:**
  - Participating in developing and scheduling small business technical assistance program,
  - Providing one-on-one business counseling, including but not limited to: technical assistance, loan packaging, business planning, and other individual business support, as needed.
  - Providing information and financial referrals.
  - Developing and administering information and business development workshops, Entrepreneur Training Programs,
  - Recruiting participants in the business development workshops.
- **Manage client information and files by:**
  - Maintaining the client tracking system as a tool for case management, needs and trends analysis, and contract reporting, and
  - Maintaining client files and other necessary documents to satisfy contract requirements.
- **Assist in the development of KYCC's social enterprise project by:**
  - Participating in project development process in a supportive role,
  - Conducting market analysis, risk assessment and business valuation,
  - Maintaining informational transfers and conducting assigned follow-ups,
  - Attend meetings as needed.
- **Attend relevant meetings and trainings:**
  - Attend Small Business Program business counselor meetings,
  - Attend unit meetings,
  - Attend quarterly agency-wide meetings/trainings, and
  - Attend professional development trainings, conferences, workshops and seminars in order to maintain and improve professional competence as assigned by the supervisor.
- **Perform other related duties as assigned by the Small Business Program Coordinator and Economic Development Services Manager.**



**Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):**

- A Bachelor's degree in Economics, Business Administration, or other related field from an accredited College/University – OR- an AA degree in Business or Administration with two(2) years of experience in Business or Administration –OR- four(4) years of experience in operating a small business.
- **Bilingual capacity in Spanish/English.**
- Strong commitment to working with a multicultural community.
- Strong interpersonal, organizational, written and communication skills.
- Possess initiative, flexibility, and the ability to work under pressure and without direct supervision.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Ability to organize and prepare documentation in a timely manner.
- Demonstrable working knowledge of the use and operation of personal computers.
- A valid Class C California Driver License, access to personal automobile and proof of auto insurance.
- Proof of passing a TB test.
- Proof of eligibility to work in the United States.
- Physical requirements: seeing to inspect documents; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.
- Full COVID-19 vaccination is required.

**Desired Qualifications:**

- Experience with micro- enterprise and/ or small business technical assistance, community organizing, banking, or street vending.

To apply, please submit a **cover letter and resume.**

[SUBMIT AN APPLICATION](#)