Washington Center for Women in Business
Center for Business & Innovation
Thurston Economic Development Council

Job Title: Business Coach, Part-Time, Non-Permanent (Twelve Months)
Reports to: Program Director, Washington Center for Women in Business

NOTE: This position is part-time, non-permanent for twelve months based on the availability of funding from the SBA Women’s Center Covid 19 Grant. There is a possibility that this position can become a permanent part-time position after the grant period is complete.

ORGANIZATION:
The Washington Center for Women in Business (WCWB) is a program whose mission is to develop people, using the tools of entrepreneurship. The WCWB is funded in part through a cooperative agreement with the US Small Business Administration (SBA), Office of Women's Business Ownership (OWBO). Women Business Center Programs are designed to educate, counsel and support clients in the areas of business planning, finance, management, procurement, and marketing.

The WCWB is co-located at the South Puget Sound Community College - Lacey campus, along with the Center for Business & Innovation (CB&I), a separate non-profit organization that provides a one-stop resource for entrepreneurs; and the Thurston Economic Development Council (EDC), a private non-profit organization, governed by a 24 member Board of Directors.

POSITION OBJECTIVE:
The WCWB Business Coach is a part-time, non-permanent position responsible for providing technical assistance (coaching and training) to women entrepreneurs via face-to-face, over the phone and through webinars. This position will have a focus on serving Covid 19 affected businesses with assistance in the areas of accounting and finance.

DUTIES AND RESPONSIBILITIES:
- Provide one-on-one business coaching and training in the following areas: business planning, finance, accounting, pricing and procurement.
- Assist clientele with setting up charts of accounts, generating and reading quarterly financial statements, cash flow planning, general accounting procedures, setting product/service prices, determining direct and overhead costs, and determining tax liability.
- Assist clientele in building resilient businesses in relation to unforeseen events.
- Conduct comprehensive assessments of new clients to determine the kinds of assistance and resources needed to meet clients’ goals.
- Manage, build and strengthen relationship building with clients, internal/external stakeholders to ensure client satisfaction, with an emphasis on socially, and economically disadvantaged women.
- Maintain appropriate detailed documentation of all coaching and training.
- Additional duties as assigned.
This position will spend their working hours in the following manner:

- 80% - one-on-one coaching sessions (in person, via phone and/or via Webinar)
- 20% - metrics, documentation/follow up, meetings, and administrative and/or marketing related tasks.

MINIMUM QUALIFICATIONS:

- Strong work ethic, including having the emotional bandwidth/endurance to see multiple coaching clients each day for successive one-hour coaching sessions.
- 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.
- Sensitive to the needs of, and compassionate with, a very diverse client base.
- Strong written and verbal communication skills including public speaking.
- Ability to work flexible hours.
- Strong computer skills, with knowledge of Microsoft Office Suite (Word, Excel, Outlook and PowerPoint) along with GoToMeeting, Skype and other social media platforms.
- BA/BS in business or a related field of study or equivalent self-employment or small business management experience.
- Minimum of five years of experience working in accounting or finance with specific experience with charts of account and financial statements.
- Proficient in QuickBooks and other accounting software and web applications.

PREFERRED QUALIFICATIONS:

- Bilingual candidates are encouraged to apply.
- 10 years + experience in accounting and finance.
- Experience delivering one-on-one coaching via web-based methods.
- Loan packaging/ loan prep experience is a plus.

SALARY SCALE:
The position is a part-time, non-permanent, hourly position averaging 20-25 hours per week. The position is housed at the SPSCC Lacey Campus location. The salary for this position is based on experience and qualifications. This position is not eligible for benefits other than paid sick leave as mandated by Washington State.

APPLICATION INSTRUCTIONS:
To apply, please send cover letter, resume and references to: Sean Moore, smoore@thurstonedc.com) Program Director, 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.

The Washington Center for Women in Business is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply.