Job Posting: COVID-19 Response Team Members(s)
Organization: Business Impact NW
Multiple Job Postings - Temporary to mid-May 2021 (with potential extensions)

About Us:
Business Impact NW is one of the Pacific Northwest’s leading community development and business assistance nonprofit organizations. We invest in people and their communities to create economic equity, create jobs, and create wealth for entrepreneurs. An integral part of our mission is to meet the unique business education, training, and financing needs of diverse business owners. For more information about our history, mission and services, please see our website: www.businessimpactnw.org.

What it’s Like to Work for Business Impact NW:
Business Impact NW works hard to serve our clients while maintaining a healthy work-life balance and positive team-oriented atmosphere. Our strategic framework revolves around building trusted relationships, providing equal opportunity, valuing contributions, community impact, and financial stability. Our team consists of 20-24 employees, plus a corps of contractors, as well as an engaged Board of Directors.

Position Summary:
Located in and around the greater Puget Sound area these new team members will join our dynamic Business Impact NW team to help respond to the economic crisis faced by small business with the emergence of COVID-19.

We are hiring for multiple position and looking for a wide set of skill sets to support our business community. The support our businesses need includes but is not limited to the following:

- Navigating city, state, federal, and private economic relief programs related to COVID-19
- Assistance accessing and applying for federal resources to access capital and promote business resiliency
- Understanding their business model and hazards and prevention of the transmission of COVID-19 and other communicable diseases
- Mitigating for potential effects of COVID-19 on the supply chains, distribution, and sale of products.
- Implementing new management and practice of telework to reduce possible transmission of COVID19.
- Managing remote customer service by electronic or other means.
- Educating about risks of and mitigation of cyber threats in remote customer service or telework practices
- Mitigating the effects of reduced travel or outside activities on small business.
- Business planning and preparedness necessary to mitigate the long-term economic effects of COVID-19 or similar occurrences.

These will be integrated Business Impact NW programs including VBOC, SBA Mircoloan, and Loan Readiness to support underserved entrepreneurs but may have specific regional focus, demographics, or training focuses depending on needs. Further these position may be asked to conduct outreach and engagement into underserved communities throughout the region to provide COVID-19 response services.

Principle Duties and Responsibilities may include:
- Support immediate triage of clients requesting assistance with COVID-19 impacts in a timely, professional and supportive manner.
- Provide in-depth one on one assistance to clients looking for support
- Working with partner organizations to ensure strong collaborative business services ecosystem
- Deliver training and webinars, as needed.
• Support businesses in understanding, gathering documents, and submitting applications to SBA and non-SBA economic relief programs as well as other business loans if needed.
• Help prepare PPP loan packages for clients to streamline process of approval.
• Gather and document available resources into easy to understand and navigate web and print resources.

Qualifications: (encouraged to apply if have some or all of the following)
• Ability to work independently
• Strong motivation to serve underserved communities
• Bachelor’s degree in Finance, Accounting, Economics or related field or equivalent experience.
• Direct experience working with small business through banking, economic development, community development or from running a small business.
• Experience providing trainings and working with clients encouraged.
• Some experience with underwriting, credit analysis, and loan packaging a plus
• Ability to analyze business and personal financial statements including balance sheets, income and cash flow Statements, as well as tax returns
• Excellent problem solving and organizational skills with ability to handle multiple priorities
• Experience in working with culturally diverse business owners or equivalent training
• Strong writing and financial analysis skills
• Fluent with technology including Microsoft, CRM tracking, video conferencing, etc., a plus
• Experience in government reporting or equivalent education
• Solid interpersonal skills with a helpful, down-to-earth demeanor
• Demonstrated commitment to economic empowerment
• Some travel required

Compensation Package:
Salary of $4,166.67 per month for a period of 8-9 months depending on start date

COVID-19 Response Team Member jobs are temporary hires through mid-May 2021, continuation will be dependent on funding.
Generous benefits include:
• 100% paid employee medical, dental and vision plans
• Paid holidays, including all federal holidays and the week between Christmas and New Years
• Paid vacation time off
• Paid sick days
• 403b retirement account
• Professional development allowance
• Commuter benefits
• Adoption assistance
• Health Savings Account
• Voluntary supplemental medical benefits: Disability, Life, and Personal Accident insurance
• Flex time

How to apply:
Please email resume and cover letter to jobs@businessimpactnw.org Or, apply directly at https://www.indeed.com/job/covid-19-response-team-members-f144480715f94d84

In your cover letter please include how your experience prepares you to support small, diverse business owners during this unprecedented time. Resumes without a cover letter may not be considered.
Priority deadline to apply: Friday Sept. 4th position is open until filled

Business Impact NW is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.