



Business Coach and Trainer - Alaska Women's Business Center

Business Impact NW

About Us:

Business Impact NW is one of the leading non-profit community development financial and business assistance organizations in the Pacific Northwest. Our work supports the economic development of marginalized communities by offering access to capital, training, and support to grow small businesses throughout Washington, Oregon, Idaho, and Alaska. For more information about BIN's history, mission, and programs for women, BIPOC, LGBTQ+, immigrant, and veteran business owners, please see our website: www.businessimpactnw.org.

What it is 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 50+ diverse employees that reflect the populations we serve, plus a corps of contractors and an engaged Board of Directors.

The Alaska Women's Business Center is a program of BIN and is part of a national network of nearly 150 Small Business Administration (SBA) Women's Business Centers (WBCs) throughout the United States and its territories. WBC's provide entrepreneurs and small business comprehensive training and counseling/coaching on a variety of topics.

Position Summary:

Business coaches and trainers serve as mentors, advisors, and teachers providing assistance in all aspects of starting and growing a business. Business coaches offer confidential one-on-one counseling in the area of start-up, business plan development, analysis and preparation of actual and projected financial statements, marketing to increase sales, and more. Assistance may range from general counseling to the identification, analysis, and resolution of specific business problems. The business coach provides assistance in creating record keeping systems and assists clients with market related activities such as advertising, promotion, market surveys, sales, and other related small business needs. They provide entrepreneurs and small business owners with the technical skills, training, and resources they need to start, sustain, and improve their businesses. This position will also be responsible for providing trainings in multiple locations and to multiple entrepreneurs at various stages in their business development. This position will report to the AWBC Director.

Full Job Responsibilities:

- Assisting clients with business plan design, including creating financial projections, budgeting, general accounting, break-even analysis, preparing loan packages, and preparing financial statements.
- Assisting clients with market research, promotion, advertising and sales, sales forecasting, and market feasibility studies.
- Providing training services based on set curriculums.
- Aiding clients with the development of business procedures and systems, including inventory control, purchasing, total quality management, human resource management, and training.
- Determining client needs and preparing plan of action.
- Providing direction and prioritization advice.
- Providing ongoing business assistance to a portfolio of loan clients.

- Assisting the Director in designing, marketing, and delivering training, including Orientation, small business and entrepreneurship classes, and workshops. Work with program staff to ensure program quality, including curricula, instructors, and staff.
- Maintaining accurate records. Providing timely data reporting and documentation.
- Assisting the Director in compiling reports for various funding entities, including the SBA.
- Assisting the team in implementing marketing and outreach to attract clients and volunteers.
- Developing a working relation with other small business service providers and economic development agencies.
- Staying relevant in business expertise.

Skillset Required:

- Client Focus (External)
- Organization Alignment
- Dependability
- Accountability

Minimum Qualifications

- BA/A.A. or Equivalent Professional Experience of 3 years in this field
- 3-5 years of experience in this or related field
- Must be a resident of Alaska
- Those with passion for Business Impact NW's mission strongly encouraged to apply

Desired Qualifications:

- Excellent trainer and presenter
- Experience working with a diverse population including women, Veterans, people of color, immigrants and refugees, or disadvantaged business owners
- Self-starter, self-directed, and resourceful, able to work independently with minimal supervision and able to handle a high level of responsibility
- Experience includes financial analysis, marketing, and business plan development
- Passion for helping clients succeed
- Excellent multi-tasking, organization, and prioritization skills
- High attention to detail and ability to complete tasks on time
- Ability to processes, policies, and procedures
- Tech savvy with experience using computer applications, including Microsoft Office package, primarily Excel, QuickBooks, and social media
- Bilingual second language preferred

Schedule & Location:

- 40 hours per week, 8:30am-5pm
- Remote or shared office options will be available based on candidates' preferences
- Candidate must be located within or can commute to varies locations within the Greater Anchorage Area
- Some travel within the state

Compensation Package:

Salary of \$56,000 - \$60,000/Annual, Full Time, DOE.

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
- A great and diverse workplace culture

Priority Application Due Date: 11/10/2022

Preferred Start Date: 11/28/2022

To apply please submit a resume and answer the screening questions at the job listing on Indeed: <https://www.indeed.com/job/business-coach-and-trainer-alaska-womens-business-center-1e34e67b3fd70bfb>

Position open until filled. All candidates are subject to a background check.

Business Impact NW is committed to creating and maintaining 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.