

**CALIFORNIA CAPITAL FINANCIAL DEVELOPMENT CORPORATION
WOMEN'S BUSINESS CENTER**

JOB DESCRIPTION AND DUTIES - SMALL BUSINESS COUNSELOR/COACH

GENERAL STATEMENT: Provide business counseling to entrepreneurs and existing business related to starting a business, financing, growth, personnel and organizational issues, marketing and other topics which may be appropriate to the situation.

REPORTS TO:

Director, California Capital Women's Business Center (WBC)

QUALIFICATIONS FOR APPOINTMENT:

Education:

Bachelor's degree preferred.

License or Certification:

Educational and training background relevant to business operations or professional certifications.

Experience:

Varied business work experience. Work experience or business success could substitute for educational attainments.

Other:

Bilingual skills preferred.

DUTIES AND RESPONSIBILITIES:

- Provide counseling, training and support to existing and prospective entrepreneurs in developing business plans, marketing, record keeping and accounting, financing, management and other areas of small business ownership
- Act as a liaison between clients and community, governmental, and financing resources
- Promote the WBC and small business development in the designated area.
- Develop a confidential relationship between client and counselor.
- Document counseling sessions with written reports submitted in a timely manner.
- Maintain pertinent reporting information required by the U.S. SBA
- Participate in completion of quarterly and annual reporting required by U.S. SBA
- Maintain records of civic organization contacts, business contacts and other activities performed in support of the goals of the WBC.
- Participate in the goal attainment required of the WBC
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment
- May required overnight travel.