

## Business Coach Job Description

Business Ownership Initiative is a local not-for-profit which provides technical assistance, micro lending and workshop opportunities to entrepreneurs wishing to start or expand a small business.

**Function:** The Business Coach provides high quality coaching to entrepreneurs and business owners by analyzing situations and educating clients with regard to business plans, market feasibility and cash management.

**Supervisor:** Director of Business Coaching Services

### Responsibilities:

- Provide direct one-on-one coaching and technical assistance to small business clients, which includes:
  - Working with client to complete BOI's Cash Management Tool
  - Developing business, marketing and financial plans
  - Providing resources and information on how to start or grow businesses, how to access procurement opportunities and getting registered to do business in the State.
  - Assisting businesses in the creation of marketing materials, recordkeeping systems and other tools necessary.
- Guide clients through the BOI micro loan application process and work with BOI Microloan Officer to determine BOI loan readiness.
- Help assess, organize and coordinate resources with entrepreneurs
- Record business successes and activities in client files and maintain and update client database

### Necessary Skills/Qualifications:

- Must have an undergraduate degree or 3-5 years as fulltime small business owner. Preferred majors include business, finance, marketing, accounting, communications or management. Graduate degrees are a plus.
- Bi-lingual a plus and strongly encouraged to apply.
- Must be self-motivated; comfortable working independently.
- Must have strong analytical and problem solving skills.
- Must be able to work in a team environment.
- Have the ability to relate to small business owners, regardless of professions.
- Have a strong interest in microenterprise or economic development.
- Ability to learn quickly and apply knowledge.

### How to Apply

Please send your resume and cover letter to Sarah MacInnis at [smacinnis@businessownership.org](mailto:smacinnis@businessownership.org)