



Business Coach and Snohomish County Program Specialist

POSITION: Business Coach and Snohomish Program Specialist

PURPOSE: The purpose of this position is to equip low-income individuals to increase their financial stability by launching or expanding their own small businesses. This position is responsible for ensuring that coaching and training meet the needs of microbusiness owners that Ventures serves and embraces the values of diversity, client success, and innovation into services delivered, ultimately fulfilling on the Ventures mission to alleviate poverty through microenterprise development. In collaboration with the Connect Casino Road and the Community Foundation of Snohomish County, this position will provide support of our pilot expansion of Ventures business training & coaching programs in Snohomish County in an integrated service model. This position is based out of Everett, WA but requires some travel to Ventures main office in Seattle, WA (currently doing temporary work from home).

RESPONSIBILITIES:

Other duties may be assigned as needed.

Food Business Coaching (55%)

- Provide one-on-one coaching (at Ventures Snohomish County office, commercial kitchen and client business sites, and virtually) for clients with established businesses or business ideas to help them address specific barriers to business growth;
- Provide support and coaching for clients in applying for necessary permits and licenses;
- Equip businesses, especially food-based, to complete their business plans, cost out food items, increase sales, grow their businesses, and work towards personal/household financial stability;
- Lead outreach for businesses on loan and financial products by facilitating meetings or orientations as needed and coaching clients who fit program requirements to submit applications;
- Coach businesses through loan process through technical assistance in loan application and business plan writing, attending loan review meetings for businesses;
- Support the Ventures program team in working towards quantifiable loan and grant goals;
- Implement program evaluation systems for businesses and program offerings;
- Responsible for ongoing collection and input of data to adequately assess client progress and outcomes.

Food Business Training and Access to Markets: (20%)

- Oversee coordination and implementation of regular food-based trainings (such as Commercial Kitchen Training, Farmer's Market Trainings, Packaged Food Trainings, and Business Workshops) including outreach, curriculum development, guest speakers, training space coordination;
- Contribute food expertise to training course and workshop curricula development;
- Help ensure consistency between food-based trainings and other Ventures programs;
- Onboarding and technical assistance for commercial kitchen participants;

- Leverage incubation partnerships and opportunities, such as farmers' markets and popups for ready-to-eat food businesses.

Community Building and Collaboration: (15%)

- Build relationships with other partner organizations offering resources at the Village; coordinate and collaborate on resources as appropriate;
- Attend monthly Village Circle meetings;
- Outreach to Village partners about Ventures' services;
- Use two-generation approaches to help refer Ventures clients with children to relevant child-centered resources at the Village;
- Building capacity in Restorative Practices. The business coach will attend a 2-day Restorative Practices training within the first 6 months of employment;
- Building capacity in Trauma-Informed Care; attend training (provided by CCR) by the end of the first year of employment.

Business Basic Course and other support (10%)

- Support with the Snohomish County orientation, BBCs, graduation and What's Next Night;
- Coordinate and provide support to the Snohomish County based Peer Loan Group;
- Support program staff to recruit appropriate businesses into the program both internally (at English and Spanish BBC's) and externally via local markets, events or partnerships.

QUALIFICATIONS:

Required:

- Business management (food based, small business ownership preferred);
- Written and verbal Spanish language skills
- Experience creating/reviewing business plans, marketing plans, and/or loan applications;
- Knowledge and expertise in business licensing, regulatory environments, and permitting of businesses (food based preferred).
- Experience working with diverse, vulnerable communities and possesses ability to work with people from diverse backgrounds, cultures, ethnicities, income levels, etc.
- Sensitivity in speaking about confidential personal and business circumstances;
- Experience in training, facilitation, and adult education, specifically in Food Business topics & curriculum

Strongly Preferred:

- Current or previous small business ownership
- Experience in microenterprise development, small business development, asset building, financial empowerment, or related industry

COMPENSATION AND BENEFITS:

- Pay Range: \$24-\$28.50/hr
- Subsidized Medical insurance – 89% of premiums paid for by Ventures
- Dental insurance
- Medical Flexible Spending Account

- 403b Retirement Account
- Life and long-term disability insurance
- Subsidized ORCA pass
- Annual professional development & workplace wellness spending allowance
- Generous paid leave, including 17 paid holidays per year; 17 to 22 paid vacation days per year (depending upon tenure); and 12 paid sick days per year

STAFF-WIDE EXPECTATIONS

All staff are expected to engage in activities that contribute to the general wellbeing of the organization. Unless specifically stated otherwise, staff should expect to:

- Adhere to and demonstrate the Ventures core values in their work: integrity, diversity, empowerment, community, innovation, and client-success.
- Participate in staff meetings, organizational wide professional development and training, department workgroups and committees, etc.,
- Contribute to the cleanliness and organization of the physical environment;
- Attend and participate in client and volunteer events when practical;
- Support fund development through activities such as attending and bringing guests to events, bringing content expertise to grant writing or donor solicitations, adhering to brand guidelines etc.;

DETAILS:

- Department: Programs
- Tax Class / FSLA Status: Non-Exempt
- Supervisor: Director of Programs
- Supervisory responsibilities: None
- Schedule: Full-time, 40 hours per week, exact schedule to be determined, some evening and weekend trainings, events and client support required
- Location: The Village at Casino Rd - 14 E. Casino Road, Everett WA 98204

PHYSICAL DEMANDS/WORKING CONDITIONS

The employee must be able to operate a computer and other office equipment, speak and listen on the telephone, and accurately see and interpret columns of numbers.

APPLICATION: Please send your cover letter and resume to Jose Vazquez at

jvazquez@venturesnonprofit.org.

We will start reviewing applications on May 24th, 2021. The position will remain open until filled.

Desired start date will be June 14th, 2021.

BACKGROUND CHECK PROCEDURE

The offer of this position at Ventures is contingent upon clear results of a thorough background check.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and the employee, and it is subject to change as the needs of the employer and the requirements of the job change.

Ventures is an Equal Opportunity Employer. Applications are considered without regard to race, age, sex, color, creed, religion, disability, national origin, marital status, mental or physical handicap, sexual orientation (heterosexuality, homosexuality, bisexuality and gender expression of identity) or any other classification protected by law.