



4950 W Thomas
Chicago, Illinois 60651
bethelnewlife.org

Small Business Specialist Job Posting

This full-time position provides a critical role for the Illinois Small Business Development Center (SBDC) at Bethel New Life. The main responsibilities of the position will be:

- To provide business counseling and training to prospective and new entrepreneurs
- To provide counseling and support existing business owners, in order to optimize operations.

Along with other industries, the position will have a key focus on the needs of local west side manufacturers and their need for capital for growth.

A primary responsibility will be to lead the curriculum delivery, training, and support for the Entrepreneurship Training Program, as well as work with emerging businesses and lead the training effort for some of the SBDC workshops. In addition, the person performing this assignment is expected to provide the necessary business counseling assistance to help these businesses stabilize and expand, and to retain and create new jobs.

Desired Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Master's degree from accredited college or university in business, economic development, or a related field, or a B.A. with a combination of two years education or experience in small business development. Basic skills in computers that include word processing, spreadsheet, database capabilities, and on-line telecommunications are a plus.

Knowledge of good business practices, including experience with not-for-profit or government agencies engaged in business assistance, prior experience in small business analysis, business ownership or management, business consulting or instruction, and a philosophy compatible with entrepreneurs is desired.

Experience in working with manufacturing businesses is highly desired.

Sensitivity to working with low income population is mandatory.

Awareness of and appreciation for cultural and ethnic diversity is critical.

This person must have excellent communication and organizing skills, with attention to detail.

How to Apply This job is open for online applications. E-mail Resume and Cover letters to mcarrasquillo@bethelnewlife.org or fax to 773-473-7890. You may also apply in person 10am - 3pm Mon-Fri at Bethel New Life, Inc. 4950 W. Thomas St. Chicago IL. 60651.

No phone calls please

This Posting Expires 1/31/2014