



Business Counselor (Grant - Funded)

Empower entrepreneurs. Strengthen businesses. Make a lasting impact. As a Business Counselor, you'll help aspiring entrepreneurs and small business owners turn ideas into action, overcome challenges, and achieve their goals. Through trusted guidance, meaningful partnerships, and a commitment to economic growth, you'll play an important role in supporting vibrant businesses and stronger communities across Yuma and La Paz Counties.

If you are passionate about helping entrepreneurs succeed, enjoy building meaningful relationships, and thrive in a collaborative, community-focused environment, we invite you to apply and join our team.

Salary:

\$25.29– \$26.80 per hour depending on experience.

Summary of Function:

Grant Funded. Provides business analysis, counseling, and training to small business owners and managers. Serves as a resource for businesses and assists in identifying opportunities for seminars and workshops. Duties are highly diverse, typically including the establishment and maintenance of office systems and procedures.

Typical Duties:

- Serves Students. Serves business owners. Provide one-on-one confidential advice to SBDC clients, including the development of the business plan, seeking financing, and marketing strategies. Assist SBDC clients with successfully navigating personnel, bookkeeping, and other compliance issues.
- Coordinate intake of SBDC clients (triage, interviewing, needs assessment, recommendations, follow-up), manage and coordinate online and web-based instructional programs, and assist with Center promotions using the website, blog site, email marketing, and other means of communication. The position requires knowledgeable small business customer service, assessment skills, the ability to recommend appropriate business training and/or counseling options, and the ability to utilize web-based and online marketing and communications methods. Develop or assist in the development and presentation of business workshops, symposiums, and seminars.
- Market and conduct public relations to promote SBDC services. Business Counselor follows Policies and Procedures for SBDC, Arizona SBDC Network, and host institution/organization.
- Travel throughout Yuma and La Paz Counties as needed to provide counseling advice to SBDC clients.
- Track the progress of clients in making progress toward the agreed-upon goals for business counseling undertaken.
- Capture data, develop reports, and maintain files as required by the SBDC.
- Supports and participates in strategic planning initiatives and performs other duties as assigned.

Required Qualifications:

- Bachelor's degree in business and/or a combination of equivalent successful business experience that demonstrates the required knowledge and abilities, and education
- Bilingual: English and Spanish

Additional Eligibility Requirements:

- Arizona Driver's License or Equivalent

Classification:

- Non-Exempt

Position Type & Work Schedule:

- Full-time, 12-month position
- 38 hours per week
- Monday-Thursday, 7:00 am-5:00 pm
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include Fridays, nights, and/or weekends

Knowledge, Skills, and Abilities:

- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of or ability to maintain organizational structure, workflow, and operating procedures
- Knowledge and understanding of business operations, including finance, operating control systems, human resource management, customer service, marketing, public relations, and governmental regulations. Knowledge and understanding of the principles and practice of business ownership
- Knowledge and understanding of current trends in business organization and management, including the economics and needs of the local business community
- Knowledge and understanding of complex business problems; elicits and summarizes sensitive information using interview and counseling techniques
- Knowledgeable small business customer service, assessment skills, the ability to recommend appropriate business training and/or counseling options, and the ability to utilize web-based and online marketing and communications methods
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software, and applications, especially those specific to the department operations
- Skill and ability to be self-directed and to manage one's own time
- Skill in performing a variety of duties, often changing from one task to another of a different nature
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional, civil, and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to convey to entrepreneurs the necessary protocols, including business licensing and LLC, EIN, and TPT registration
- Ability to be flexible and supportive, positively and proactively assimilate change in a rapid growth environment
- Ability to maintain confidentiality of protected information and follow FERPA and privacy guidelines
- Ability to adapt to a dynamic workload and demands
- Ability to operate relevant equipment required to complete assigned responsibilities for the position
- Ability to adapt and maintain professional composure in emergent situations
- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

Work Environment:

- Inside office environment with normal noise and lighting levels
- Work is performed in an open office environment with staff, students, and community contact and interruptions
- Working environment may include various locations across the service district, with varying noise levels, indoor and/or outdoor locations as needed to support program, department or institutional needs

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and/or walking
- May lift, carry, push, and/or pull, at times a minimum of 10 pounds

- Occasionally stoop, bend, kneel, crouch, reach, and/or twist
- Safely and appropriately operate golf carts or district vehicles

Travel:

- Required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department and institutional needs
- Travel to additional locations to support and provide SBDC services

Note:

- Location: Reskilling Center
- Benefits Eligible
- Grant Funded (SBDC) - contingent upon continued funding

APPLICATION PROCEDURE:

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume (no more than 3 pages)
3. Cover Letter
4. Unofficial Transcripts

ADDITIONAL DETAILS:

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
- The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice

ADDRESS INQUIRIES TO:

Arizona Western College

Human Resources

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