



Job Title	Business Advisor
PVN ID	LA-1807-002591
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Small Business Development Center
Status	Full Time
Annual Salary	\$42,000.00 - \$47,000.00
Hour(s) a Week	35
Closing Date	Sep 11, 2018 (Or Until Filled)

General Description

Program Background:

The LaGuardia Small Business Development Center opened its doors on October 2001 in response to the needs of small businesses after the 9/11 Disaster. Since then, the Center has continued to provide professional in-depth one-to-one business advisement, entrepreneurial training and business service for start-up and existing businesses in English, Chinese, Korean and Spanish. The SBDC is seeking a Bilingual Business Advisor who speaks English and Mandarin Chinese fluently.

Duties and Responsibilities of the Business Advisor:

A regional center, provides a comprehensive range of small business-based assistance including one to one client advisement in the area of business plan development; analyzes, prepares and structures financial statements, such as cash flow projections, income statements and sources and uses statements; provides assistance in automated and manual record keeping systems; and assists clients with market related issues such as advertising, promotional functions, market surveys, and other related topics.

Implements and/or participates in training sessions sponsored by the SBDC and provides follow up services as necessary to attendees

Sessions are in many forms including long term classroom situations, single and multi-day conferences where relevant topics are discussed in open forums, and in other public situations

Gathers written feedback from assisted clients for program service refinement and promotional purposes

Acts as a clearinghouse for information for clients and other interested individuals and refers, when appropriate, those individuals to outside entities that can provide additional support services

Provides direct assistance to junior staff in meeting client and program objectives

Coordinates student intern program including screening, selection and performance evaluations. Interfaces when necessary with campus faculty sponsors

Other Duties

Provide quality one-to-one advisement to a varied and complex range of clientele requires a wide breadth of knowledge in many areas. Many clients can be serviced on a short term basis while other clients require long term counseling depending upon the client's level of expertise or the sophistication of the venture

Sufficient organizational skills are critical in maintaining a high level of activity while adapting to the time-sensitive nature of business decision making

Conducting an SBDC sponsored training event is a complicated task that involves careful planning including:

- a) Identifying a topic that effectively addresses an identified need in the business community
- b) Securing the services of appropriate experts in the field
- c) electing time, date and location for the event
- d) Providing follow-on one-to-one advisement to attendees when requested
- e) Gathering feedback from attendees to evaluate the quality of the event and help identify topics for future events

Establishing a comprehensive network of professional contacts for referral purposes is an important component of an advisor's responsibilities. The credibility of the advisor and the program can be jeopardized if a referral is made to an individual or organization that is ill suited to meet the client's needs. New contacts are established on an ongoing basis so that resources can be utilized in response to an ever-changing business climate

Qualifications

- Ability to fulfill program required goals
- Ability and ease of providing one-to-one business advisement and presenting workshops and seminars in Mandarin Chinese
- Required Qualifications:
 - Fluency in the Mandarin Chinese (written and spoken) language
 - Bachelor's Degree in the area of business, management, finance, economics, marketing or related field
 - Minimum three years' experience in private sector, business or related public technical assistance environment
- Strong writing skills
- Strong knowledge of Microsoft Word, PowerPoint, and Excel
- Excellent presentation and pedagogical skills