

<b>Job Title</b>	SBDC Business Advisor Queens College Outreach - Flushing
<b>PVN ID</b>	LA-2210-005176
<b>Category</b>	Managerial and Professional
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Small Business Development Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$54,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 31, 2023 (Or Until Filled)

## General Description

The LaGuardia Small Business Development Center opened its doors in October 2001 in response to the needs of small businesses after the 9/11 Disaster. Since then, the Center continues to provide professional in-depth one-on-one business advisement, entrepreneurial training, research and business services for start-up and the small and medium enterprise community in the languages of English, Chinese, Korean and Spanish.

### **LaGuardia Business Advisor will work at Queens College Outreach in Flushing, NY**

#### Duties & Responsibilities of the Business Advisor:

- Provides a comprehensive range of small business-based assistance including one-to-one client advisement in the areas of business plan development; analyzes, prepares and structures financial statements, such as cash flow projections, income statements and sources and uses statements and pro-forma balance sheets; 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

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### Complexity of Duties:

- Provides quality one-to-one advisement to a varied and complex range of clientele, which 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 SBDC sponsored training events, which is a complicated task that involves careful planning including:
  - a) Identifying topics that effectively addresses an identified need in the business community
  - b) Securing the services of appropriate experts in the field
  - c) Selecting time, date and location for the events
  - 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 to 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 on-going basis so that resources can be utilized in response to an ever-changing business climate.
- Ability to fulfill program required goals.
- Ability and ease of providing one-to-one business advisement and presenting workshops and seminars.

## Qualifications

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### Required:

- No less than three years' experience in private sector business or related public technical assistance environment
- Bachelor's Degree in the area of business, management, finance, economics or related field
- Strong writing ability
- Excellent presentation and instructional skills
- Microsoft Word, PowerPoint and Excel