



Job Title	Business Advisor â€“ CUNYâ€™s Cannabis Workforce and Business De
PVN ID	LE-2209-005097
Category	Managerial and Professional
Location	LEHMAN COLLEGE
Department	School of Continuing and Professional St
Status	Full Time
Annual Salary	\$65,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Nov 19, 2022 (Or Until Filled)

General Description

The School of Continuing and Professional Studies at Lehman College is seeking a business advisor to support entrepreneurs in the Cannabis Workforce and Business Development Training Program at Lehman College. The program is dedicated to enabling legacy entrepreneurs and others to start up and manage small businesses by applying for cannabis licenses. Reporting to Lehman College, Director of CUNY on the Concourse, the business advisor is responsible for providing support with the preparation, planning, launching, supervision, and scaling in all areas of the program starting with recruitment and culminating in starting and running a successful business.

Other Duties

The business advisor provides a comprehensive range of small business-based assistance including one to one client counseling in the area of cannabis business licenses. Assistance includes business plan development; understanding analysis, preparation and structure of financial statements, such as cash flow projections, income statements and sources and uses statements; automated and manual record keeping systems; human resource issues such as staff supervision and management, employee rights and responsibilities, professional development, and working with clients on market-related issues such as advertising, promotional functions, social media, surveys, and other related topics.

The business advisor implements and/or participates in orientation and training sessions and provides follow up services as necessary to attendees.

The business advisor 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, e.g., pro bono lawyers.

With the goal of improving services, the business advisor gathers written feedback from assisted clients for program service refinement and promotional purposes.

Qualifications

Able to provide quality one to one business advisement to a varied and complex range of clientele

Strong organizational skills in order to maintain a high level of activity while adapting to the time- sensitive nature of business decision making.

Dynamic presenter for recruitment/training events; ability to engage with a group of people; respond to individual concerns and interests while staying on topic.

Ability to establish a network of professional contacts for referral purposes in response to an ever-changing business climate in the emerging cannabis sector.

Experience: The position requires no less than three year's experience in private sector business or related public technical assistance environment.

Education: The position requires a Bachelors Degree in the area of business, management, finance, economics or related field.

Preferred Qualifications

- Bachelor's Degree in a related field with at least three (3) years' experience as a business advisor
- Knowledge and experience of the CUNY system and/or NYC government agencies.
- Familiarity with Bronx Community Based Organizations, economic development agencies and legal services.
- Familiarity with cannabis industry.

Position is grant funded until 2025.