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<b>Job Title</b>	Small Business Counselor
<b>PVN ID</b>	NY-1805-002512
<b>Category</b>	Instruction and Social Service
<b>Location</b>	NYC COLLEGE OF TECHNOLOGY
<b>Department</b>	Small Business Development Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$52,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 18, 2018 (Or Until Filled)

## General Description

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General Description: At a Regional Center, provides a comprehensive range of small business based assistance including one on one client counseling in the area of business plan development. The Counselor analyzes, prepares and structures financial statements such as cash flow projections, income statements and similar documents supporting the Profit and Loss (P&L) analysis. The ideal candidate provides assistance in automated and manual record keeping systems and assists clients with market related issues such as advertising, social media, and branding. Communicating key business recommendations to clients of all levels of business sophistication is essential.

Implements and or conducts training sessions sponsored by the SBDC and provides follow up services as necessary to attendees. Training sessions may be in many formats: on line, classroom, small or large group settings. Training will be conducted primarily during day time hours, but on occasion may be conducted during early evening hours or on weekends.

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 necessary, those individuals to outside entities that can provide additional support services

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

## Other Duties

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Providing quality one on one advisement to a varied and complex range of clientele requires a wide spectrum of knowledge in many areas. SBDC clients are serviced both on a short- term basis and an on-going, longer term basis. Sufficient organizational skills are vital in maintaining a high level of activity while adapting to the time sensitive nature of business decision making.

Conducting effective SBDC sponsored training events is an intricate task involving effective planning. Substantial advance work is necessary to match relevant topics with appropriate faculty and logistics necessary to maximize quality learning associated with the SBDC standard of excellence.

Establishing a comprehensive network of professional contacts for referral purposes is an important component of this position. Building and maintaining a professional network of professional service providers is extremely important to success in this position.

Mentor and train new members of the SBDC team as they are on-boarded

Represent the Center Director as needed in his/her absence at training events or other professional gatherings

Travel within NY State occasional in support of SBDC funded professional development (once a year with 1-3 overnights possible)

Attend national conference (voluntary) in support of training for self and the center.

## Qualifications

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No less than five years experience in private sector business or related public technical assistance environment. Service as a small business owner or principal is preferred.

Strong grasp of Microsoft Office suite of products is preferred, especially Word and Excel.

Ability to network amongst other resource providers in the business community. Build and maintain strong referral relationships.

The position requires a Bachelors Degree in one of the following areas: of business, management, finance, accounting, economics.

Experience with social media pertaining to business development and branding is preferred.