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<b>Job Title</b>	Business Advisor
<b>PVN ID</b>	NY-2109-004229
<b>Category</b>	Instruction and Social Service
<b>Location</b>	NYC COLLEGE OF TECHNOLOGY
<b>Department</b>	SBDC
<b>Status</b>	Part Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	0.00-19.00
<b>Closing Date</b>	Nov 08, 2021 (Or Until Filled)

## General Description

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This position provides critical economic disaster business advice and counsel to clients of the Small Business Development Center at the New York City College of Technology campus and works as part of a team that serves small businesses, non-profits, and faith-based entities throughout the region. This position will focus exclusively on assisting clients with Covid-19 related disaster and recovery advising. This position reports to the regional SBDC director and may involve advising out of the immediate geographic area. The ability to work remotely throughout the term of employment is a requirement.

These positions commence as soon as possible and will end no later than (September 30, 2021).

Overall aid to the business Covid-19 crisis disaster and recovery

Provide timely and comprehensive assistance via Zoom, Skype, Teams, or other virtual meeting platforms, on the phone or, as permitted, in person

Provide direct, one on one business advice and counseling to small business owners, nonprofits, and faith-based entities impacted by the Covid-19 pandemic,

Ability to create strategies designed to ensure the business survives the current crisis and the recovery period

Conduct business analysis of financial, marketing, operations, staffing, liability, and overall business functions; make recommendations to business owners on disaster abatement and recovery efforts

Ability to review business financials, including analysis of prior profit and loss, cash flow, debt ratios, profit/loss margins, credit score, debt consolidation relief, and business/industry-specific financial issues to assist owners in creating viable financial recovery financial plans and projections

Assist businesses with disaster management and recovery marketing strategy and plan marketing, that encompasses a cost-effective and comprehensive disaster recovery marketing blueprint

Review business operations and develop new sales avenues

Work with business owners on HR issues and staffing, develop SOP onboarding and

policy/procedure/process creation for employee challenges during the economic disaster, recovery, and growth

Help business owners to understand their own liability position insurance issues for the business, including the general public, customers, employees, and suppliers

## Other Duties

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Ability to provide guidance to businesses on online platforms

Provides business support service of a specialized or technical nature to clients, students, a relevant target community,

Ability to speak to groups in a scripted or extemporaneous setting

Ability to conduct stand up training virtually or in-person on a wide variety of business-related topics informal training session settings and informal settings

Ability to input data into proprietary data system in a timely manner, to include effort, narratives, and financials

Community outreach to diverse populations

Knowledge of the MWBE and procurement application for NYC, NYS, and Federal Government

8A programs

Prior work experience or knowledge of SBDC program and business incubator programs

## Qualifications

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Bachelor's degree in business, HR, accounting, or a related field preferred,

prior business ownership or management experience may be substituted for the degree

In lieu of a relevant bachelor's degree, (5) years of direct business experience,

skills in accounting, operations, process improvement, or human resources is required

Experience designing, developing and delivering stand up training in a virtual and/or in-person environment a plus

Computer proficiency Word, Excel, PowerPoint; QuickBooks is a plus

Self-motivated and directed, with experience determining priorities, strategies, and processes in partnership with others

Creative, inventive, flexible, adaptable, caring, and resilient individual dedicated to clients and the creation, preservation, and growth of local small businesses during a challenging economic time

Strong written and communication skills over the phone, in person, on online platforms (Zoom, Skype, Teams, etc.) is required

Energy and commitment to conducting calls to business owners and managers to promote the services of the SBDC to assist in business recoveries

Demonstrated excellence in written and verbal communications, customer service, client follow up, overall business acumen, quantitative and qualitative evaluation, and client outreach required

Positive attitude and ability to work effectively with a wide variety of businesses and owners during a time of stress and great difficulty

Ability to adapt quickly to rapidly changing economic and client situations pivot emphasis and time as required by disaster recovery or client needs; flexible, and adaptable person eager to be involved in-depth with economic recovery efforts within New York State, experience working remotely with clients or teams a strong plus

Relevant business process improvement exposure or experience, including leading others in a thorough and fact-driven analysis of overall business operations is a strong plus

Strong and proven interest in being part of a center, host institution, and statewide effort to assist businesses and business owners come out of an economic crisis

Maturity to understand and empathize with business owners during a difficult time even while providing those same owners with direct and at times challenging questions, feedback, and commentary on the state of their business plans, operations, and recovery efforts

Verbal and written fluency in a language other than English is a definite plus

Ability to do translation from English to another language a PLUS