



Job Title	Business Advisor MWBE
PVN ID	NY-2206-004842
Category	Instruction and Social Service
Location	NYC COLLEGE OF TECHNOLOGY
Department	Small Business Development Center
Status	Full Time
Annual Salary	\$45,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Aug 02, 2022 (Or Until Filled)

General Description

Reporting to the Regional Director, the Small Business MWBE Advisor is responsible for providing business counseling to clients, creating and executing small business training, acting as an ambassador for the SBDC in the community and following SBDC at CITYTECH operational procedures to ensure compliance with NY SBDC, Host and Funding Partners

The MWBE counselor will assist businesses with acquiring certifications with any government contracting-related matters including, but not limited to:

- **Introduction to Government Contracting:** A general overview of how the government buys goods and services.
- **Certifications and Contracting Assistance Programs:** Learn about the benefits for small businesses and how to apply for the following:
 - [NYC M/WBE Certification](#)
 - [NYS M/WBE Certification](#)
 - [Women-Owned Small Business Federal Contracting program](#)
 - [Service-Disabled Veteran Owned Business program](#)
 - [8\(a\) Business Development program](#)
 - [HUBZone program](#)
- 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.

Other Duties

- Conducting SBDC sponsored training events, which is a complicated task that involves careful planning including:
 1. a) Identifying procurement topics that effectively addresses an identified need in the minority business community
 2. b) Securing the services of appropriate experts in the field
 3. c) Selecting time, date and location for the events
 4. d) Providing follow-on one-to-one advisement to attendees when requested; and
 5. e) Gathering feedback from attendees to evaluate the quality of the event and to help identify topics for future events.

Essential Functions:

- Provides business counseling at the SBDC or at the site of the business
- Enters client contact report and other pertinent data into Center IC within 5 days of client contact for SBA Compliance
- Utilizes Center IC to manage business caseload, provide timely follow-up, etc.
- Facilitates the linkage of resources or sources of information with those for whom he/she provides counseling and coaching
- May teach workshops such as "Getting Procurement Ready and or other topics related to small business procurement opportunities

Qualifications

Knowledge of Microsoft, Powerpoint and Online Social Media Platforms

Public speaking and ability to develop and give presentations to Business owners and community organizations

Outreach to Minority community organizations and non-profit

EDUCATION:

B.A., B.S., or Masters Degree in Business Administration, Public Administration or related field. In lieu of a degree, a minimum

of five (5) years' experience in either business ownership and operations and/or equivalent combination of education and

experience which demonstrates the knowledge, skills and abilities necessary for this position may be accepted

Bilingual a Plus(ability to Speak, Read and Write in a foreign language other than English)

SPECIAL INSTRUCTIONS TO APPLICANTS:

For full consideration applicants must submit with their application all of the following:

1. A cover letter which addresses your interest in and how you meet the minimum qualification requirements

for the position;

2. Current resume that includes educational and professional work experience;
3. A list of 3 professional references listing contact information including email address;