

SBDC REGIONAL ADVISOR/TRAINER OPPORTUNITY

- Job Title:** Business Advisor (Bilingual English/Spanish)
- Compensation:** DOE
- Position Status:** Part-time independent contractor. This is not an employee position.
- Location:** Northern CA, location negotiable.

GENERAL INFORMATION: The California Hispanic Chambers of Commerce (CHCC) Regional Small Business Development Center (SBDC) is currently looking for qualified licensed Business Advisors with an interest in consulting small and emerging companies. The SBDC Business Advisor fosters a strong climate for small business growth by providing in-depth, confidential, no-cost business counseling, no- to low-cost training, and resource and referral services to California's small business owners and aspiring entrepreneurs.

Successful applicants will have minimum 2 years of consulting experience, will be Bilingual (Fluent in English and Spanish), generalists or specialists with a strong background assisting companies in one or more of the following areas: business planning, financial management, human resources, access to capital, traditional and digital marketing, restaurants, franchises, manufacturing, sales, etc. Bilingual is a must and others will be considered.

CHCC SBDC Regional Center Consultants will work one-on-one, online/in person with emerging companies throughout the greater San Francisco Bay Area, the greater Sacramento Valley, and the vast north of the state. Consultants assist business owners with starting and growing their enterprises.

SBDCs provide a vast array of technical assistance to small businesses and aspiring entrepreneurs. By supporting business growth, sustainability and enhancing the creation of new businesses entities; SBDCs foster local and regional economic development through job creation and retention. The SBDCs are funded by the federal Small Business Administration, state and local governments, and private sector resources.

CHCC SBDC Regional Center Consultant positions are part-time contractors. These are not full-time positions, are not state or federal positions, are not employees, and amount of contract work is not guaranteed.

Typical consulting expectations:

- Provide management and technical assistance in areas of general business and expertise
- Assist in preparing and presenting regularly scheduled seminars
- Input client information data and session notes into the SBDC database system
- Assist in creation and reviewing of business plans
- Coordinate client consulting services with available resources
- Complete all required program documentation and maintain complete client records
- Participate in required annual professional development and recertification program requirements
- Ensure that the standards of counseling and confidentiality are consistently performed

APPLICATION PROCESS:

Qualified applicants should submit the following items via email to Center Director Oscar Garcia at oscar@cahcc.com

1. Cover letter with market rate for consulting services
2. Résumé
3. Description of specialty business expertise (if not clear from résumé)
4. If already a consulting agency, any reduced rate that would be considered for SBDC consulting
5. Availability for in-person/zoom meeting

Application deadline for responses is Wednesday, December 15th, 2021, at 5:00pm.