

# SMALL BUSINESS SPECIALIST

This role will focus on providing **early-stage through growth stage** small business owners with one-on-one coaching and resource support. The goal of coaching sessions serves to help plan, execute and scale business concepts through advising and resource sharing.

**You will help business owners to create business plans, financial projections, prepare for funding opportunities and hold coaching sessions to support the process of becoming prepared for business growth.**

## RESPONSIBILITIES:

- Conduct one-on-one coaching sessions with small business owners, focusing on the creation of business plans, financial projections and preparation for funding opportunities.
- Offer strategic advice and share resources to assist in the preparedness essential for business expansion.
- Utilize your expertise in your area of expertise to empower entrepreneurs in their financial planning endeavors.
- Leverage your startup business experience to foster an environment of entrepreneurship and innovation.

## QUALIFICATIONS:

- A minimum of one year of experience in a startup environment as an entrepreneur, consultant, advisor, or banker.
- A proven track record of passion for entrepreneurship and business growth.
- An entrepreneurial mindset with the ability to excel in fast-paced and constantly evolving settings.
- Exceptional organizational skills and meticulous attention to detail.
- Proficiency in coaching, with a strong capability to build and maintain relationships.
- **Technologically adept with a quick adaptability to new tech solutions.**

## ROLE SPECIFICS:

- This role is designed for individuals who are self-starters.
- You will manage your schedule to ensure availability for autonomous booking by clients.
- Employ established data tracking tools to document each coaching session.
- Maintain up-to-date knowledge of small business trends, opportunities, and resources.
- Connect clients with professional community resources to support their business needs and manage client relationships effectively.

## Join Our Tech-Forward Team!

Are you passionate about cutting-edge technology? Do you thrive in an environment where innovation and experimentation are encouraged? We are dedicated to staying ahead of the curve by embracing and building the latest advancements in business owner support technology.

We are looking for individuals who are excited about testing and working with new technologies to help us drive our mission forward. If you are a tech enthusiast who loves to explore and implement innovative solutions, you will fit right in with our dynamic team!