



Job Title	SBDC Business Advisor
PVN ID	LA-2210-005179
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Small Business Development Center
Status	Part Time
Hourly Rate	\$30.00-\$32.84
Hour(s) a Week	19.00
Closing Date	Mar 31, 2023 (Or Until Filled)

General Description

The LaGuardia Small Business Development Center opened its doors in October 2001 in response to the needs of small businesses after the 9/11 Disaster. Since then, the Center continues to provide professional in-depth one-to-one business advisement, entrepreneurial training, research and business services for start-up and the small and medium enterprise community in the languages of English, Chinese, Korean and Spanish.

Duties & Responsibilities of the Business Advisor:

- Provides a comprehensive range of small business-based assistance including one-to-one client advisement in the areas of business plan development; analyzes, prepares and structures financial statements, such as cash flow projections, income statements and sources and uses statements and pro-forma balance sheets; provides assistance in automated and manual record keeping systems; and assists clients with market related issues such as advertising, promotional functions, market surveys, and other related topics.
- 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.
- 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 appropriate, those individuals to outside entities that can provide additional support services.
- Provides direct assistance to junior staff in meeting client and program objectives.
- Coordinates student intern program including screening, selection and performance evaluations. Interfaces when necessary with campus faculty sponsors.

Complexity of Duties

The Business Advisor will work at LaGuardia Regional Center, and:

- Provides quality one-to-one advisement to a varied and complex range of clientele, which requires a wide

breadth of knowledge in many areas. Many clients can be serviced on a short-term basis while other clients require long-term counseling depending upon the client's level of expertise or the sophistication of the venture.

- Sufficient organizational skills are critical in maintaining a high level of activity while adapting to the time-sensitive nature of business decision making.
- Conducting SBDC sponsored training events, which is a complicated task that involves careful planning including:
 - a) Identifying topics that effectively addresses an identified need in the business community
 - b) Securing the services of appropriate experts in the field
 - c) Selecting time, date and location for the events
 - d) Providing follow-on one-to-one advisement to attendees when requested; and
 - e) Gathering feedback from attendees to evaluate the quality of the event and to help identify topics for future events.

Other Duties

- Establishing a comprehensive network of professional contacts for referral purposes is an important component of an advisor's responsibilities. The credibility of the advisor and the program can be jeopardized if a referral is made to an individual or organization that is ill suited to meet the client's needs. New contacts are established on an on-going basis so that resources can be utilized in response to an ever-changing business climate.
- Ability to fulfill program required goals.
- Ability and ease of providing one-to-one business advisement and presenting workshops and seminars in Chinese (Mandarin).

Qualifications

Requirements:

- Three years' experience in private sector business or related public technical assistance environment.
- Bachelor's Degree in the area of business, management, finance, economics or related field.
- Fluency in the Chinese (Mandarin) (written, spoken) language is required.
- Strong writing ability
- Excellent presentation and instructional skills
- Microsoft Word, PowerPoint and Excel