

## **SMALL BUSINESS DEVELOPMENT SPECIALIST– IMMEDIATE HIRING!!**

### **Job Description**

Join the Westside Development Corporation (WDC) as a **Small Business Development Specialist!** We are hiring 2 qualified individuals to engage with small business owners across the Westside San Antonio community in support of the WDC Small Business Outreach Program. You will develop relationships with new and existing small business owners, with a focus on business recovery and resiliency. You will assess, advise, and refer owners to available support resources for business planning, marketing, accounting, grant and funding programs, legal and other programs and services needed to successfully run their small business. You will connect them with support organizations to help them achieve their business goals.

The Westside Development Corporation (WDC) is a nonprofit organization founded in 2006, by the City of San Antonio Council. Our mission is to foster economic development, promote the development and redevelopment of real estate within its target area, create viable urban communities, and preserve the character, culture, and history of the Westside.

### **Duties and Responsibilities**

- Conduct outreach to small businesses by email, phone, social media and in-person contact
- Create and build relationships with small businesses while maintaining the confidentiality of individual business owners' information and records
- Identify effective advocacy strategies for small business owners
- Monitor and track interactions with small business owners
- Collect survey data from small businesses including business needs and existing business practices and enter survey data into prescribed data management system
- Conduct individual counseling and technical assistance sessions to small business owners (i.e. assistance with funding applications)
- Research funding opportunities and resources available for small businesses to utilize for their operations
- Create and maintain a small business development resource matrix to include local, state, and federal resources
- Maintain positive communications and collaborations with the small business community and WDC partners
- Support the Westside Small Business Helpline
- Collect data and prepare reports for Program Director
- Participate in virtual meetings and phone calls
- Commit to at least 5 hours of additional weekly training via webinars hosted by partner agencies
- Other duties as assigned

### **Skills and Experience**

- Bachelor's Degree in Business, Marketing, or related field, preferred; An equivalent combination of one year of related professional experience, entrepreneurial experience and education will be considered
- Management, entrepreneurial or operations experience
- Demonstrable competency in strategic planning and economic development
- Understanding of basic accounting principles
- Experience working in an economic development or nonprofit organization, preferred
- Bilingual with strong verbal and written language skills in English and Spanish

- Strong computer skills in Microsoft Office and data management tools
- Proven ability to work independently and as part of a team
- Excellent communication, interpersonal and organizational skills
- Aptitude in decision-making and problem-solving
- Attention to detail, accuracy, and deadline driven
- Professional and polite demeanor

#### **Other**

- Reliable transportation and ability to navigate within the prescribed geographic area
- Must possess and maintain a valid motor vehicle operator's license and good driving record
- Report directly to the Program Director
- Knowledge of the San Antonio Westside geographic area

The **Small Business Development Specialist** position is a temporary grant funded position available through December 2020.

- Full-time
- Competitive wages
- Paid-mileage reimbursement
- Job-specific paid training
- Mostly remote work with occasional on-site visits in work-safe conditions

Interested applicants should email resume, cover letter, and list of three references to **[info@westsidedevcorp.com](mailto:info@westsidedevcorp.com)**