



Position Description

Title: Associate Business Counselor (COVID-19)
Maryland Women's Business Center

Accountability: Reports to Supervising Business Counselor

Rockville Economic Development, Inc. (REDI), a nonprofit organization, was founded in 1997 by The City of Rockville to serve as the economic development agency for the City. Today with a budget of \$1.5 million, it helps businesses launch, locate and expand. In 2010, REDI established the Maryland Women's Business Center (MWBC) to help women throughout the region start and grow businesses positioned for long-term growth through training, business counseling and other resources. Now funded in part through a Cooperative Agreement with the U.S. Small Business Administration, MWBC hosts more than 120 workshops a year and interacts with more than 1,600 clients through its various services and programs. Learn more about MWBC at www.marylandwbc.org and REDI at www.rockvilleredi.org.

DUTIES AND RESPONSIBILITIES:

- Responsibilities of the SBA-funded position are related solely to impact of COVID-19 on small businesses.
- Provide individual one-on-one counseling to businesses.
- Assist with organizing, scheduling, presenting a variety of workshops.
- Accurately collect and report data and metrics.
- Meet annual performance goals and metrics.

Counseling:

- Provide professional management and technical assistance counseling to small businesses responding to and recovering from the impact of COVID-19, in such areas as COVID-19 related relief resources and resiliency, financial analysis, business plan development, marketing analysis and development of strategic marketing plans, contract procurement, loan packaging, and start-up assistance, as assigned by the Supervising Business Counselor.
- Assist minority-owned and -operated businesses as assigned.
- Coach small- to medium-sized business owners in the development and strategic growth of their existing business.
- Accurately collect, record and maintain data as required.

Training Assistance:

- Assist with administration and execution of workshops including online video platform management, room reservations, registration process, delivery, and data collection.
- Collect data and evaluations from participants and help ensure data is reported properly.

MWBC Associate Business Counselor (COVID-19) Position Description - continued

Marketing and Resource Assistance:

- Assist with publicizing workshops and MWBC services.
- Assist Supervising Business Counselor to build and maintain a strong network with organizations in the regional area that supports Latina/o and other minority entrepreneurs.
- Assist with gathering and developing resources for business owners and operators, including Spanish speaking.
- Research and stay updated on business and financial trends for small entrepreneurs.

Child Care Resources:

- Interact with child care resource centers and operations in Montgomery, Prince George's and Frederick Counties. as directed by the Supervising Business Counselor.
- Assist in building and maintaining a network of resources and organizations that support child care providers.

Child Care Resources:

- Gather and record data as required, including entry into the Neoserra database system.
- Prepare accurate reports as directed.
- Assist with events as needed.
- Help foster an organizational culture that encourages collaboration and accountability.
- Adhere to REDI policies and procedures.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in business, marketing, finance or related field, or Associate's degree plus a minimum of two years' related experience.
- Education or experience with psychology, social services or the child care industry is desirable.
- Experience in supporting small business development.
- Familiarity with women's business issues.
- Proficiency in Spanish or French desired.
- Strong financial acumen with demonstrated experience in budget planning and forecasting.
- Strong interpersonal, verbal and written communication skills.
- Demonstrated ability to collaborate with diverse stakeholders and balance competing interests.

COMPENSATION:

- Commensurate with qualifications and experience.
- Part-time, temporary position (25-32 hours/week). Position is grant-funded for an initial 10-month period, with potential for extension if additional grant funding is secured.

APPLICATION:

- Submit application (résumé with cover letter indicating interest) via email to HR@rockvilleredi.org.

Rockville Economic Development, Inc. is an Equal Opportunity Employer.

Rockville Economic Development, Inc. • 51 Monroe Street, PE-20 • Rockville, Maryland 20850

www.RockvilleREDI.org • www.MarylandWBC.org