

Position Title:	Bilingual Business Consultant/Instructor- Construction
Department:	Business Pathways host of the Women's Business Center, Denver
Reports To:	Business Pathways Manager
FLSA/ Status:	Non-Exempt/ Full Time
Job Family:	4
Hiring Range:	45,000-51,000 per year
Revised:	May 2020

WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to creating pathways of opportunity for low-income and underserved individuals. For more than 40 years, we have provided nationally recognized workforce, business, and youth development programs throughout Metro Denver. Currently, MCRC educates, trains, and supports youth and adults on their path to economic success. Additionally, MCRC partners with the area's most respected organizations to provide economic and educational services to assist families to achieve their economic goals and realize their dreams.

MCRC's suite of business services support entrepreneurs through all stages of business development helping them explore, launch, and grow their business through training and technical assistance, personalized consulting, access to capital, and holistic support services, with a significant portion of our content provided in Spanish. As the host of Colorado's only Women's Business Center (WBC), MCRC partners with the U.S. Small Business Administration (SBA) to help underserved entrepreneurs establish and grow businesses. In our business pathways work, we also partner with the US Patent & Trademarks Office (USPTO) to pair low-income inventors in five states with patent practitioners for patent preparation and legal services on a pro-bono (free) basis.

POSITION SUMMARY

MCRC is seeking a qualified individual with experience in construction sector businesses and an understanding of industrial, commercial, and residential construction best practices; to join us as Bilingual Business Consultant/ Instructor. This position provides individualized business consulting to small business participants in both English and Spanish, recruits program participants and clients and supports program improvement strategies. This role also teaches long term business planning classes in Spanish and/or English.

KEY RESPONSIBILITIES

Leadership

- Support Business Pathways Manager as needed.

Participant Interaction

- Provides business consulting to Spanish speaking Business Pathways participants and consulting clients.
- Supports program participants in the development of business plans and in launching new businesses.
- Provides instruction of small business development curriculum in Spanish and/or English.
- Teaches a variety of business-related workshops and seminars in Spanish and/or English.

Operational Tasks

- Participates in the ongoing improvement of program curriculum, technical assistance tools, resources and information.
- Supports graduations, business fairs/lender panels and other events.
- Produces class material and participant's workbooks.
- Secures guest speakers for classes/workshops.

Mission: Creating pathways to opportunity.

Vision: We envision a community where all people have the power to achieve their economic goals and realize their dreams.

MI CASA RESOURCE CENTER

Creating Pathways to Opportunity

- Manages relationships with key partners from the construction industry.
- Aids in community outreach, including PR, marketing and in-person events to inform and recruit individuals from the English- and Spanish-speaking community.
- Assists with producing program and outreach materials.
- May represent Mi Casa at community events and on committees, panels, etc.

Independent Judgement

- Uses discretion in determining best ways to support participants.

Evaluation

- Performs data collection and input for evaluation of program outcomes.
- Performs data entry of information generated from consulting sessions.

Fundraising and Grants Management

- Supports resource development efforts by coordinating clients to participate in events.
- Helps identify potential small businesses that may be prospects for Mi Casa's fundraising efforts.

Other

- Contributes to team effort by attending staff meetings and serving on agency committees, as needed.
- Completes additional duties as assigned.

QUALIFICATIONS

- Bachelor's degree in Business Administration or related field.
- Must have advanced education and/or training in financial management, marketing, business management or teaching/facilitating.
- At least three years entrepreneurial experience and/or experience working with small businesses.
- At least two years of experience developing business plans or counseling business owners.
- Knowledge of industrial, commercial, and residential construction best practices.
- Experience with cost estimating, drawing budgets, contractor selections, administration of construction contracts and dispute resolution between contractors and project owners.
- Must be able to read, write and speak professional level English and Spanish.
- Experience and demonstrated ability facilitating groups, teaching or training adults.
- Experience working in a non-profit organization and working with diverse populations, a plus.
- Current Colorado driver's license, good motor vehicle record, and current automobile insurance.
- Ability to be flexible and work evenings or weekends.

KEY COMPETENCIES

- Professional-level writing and communication skills in both English and Spanish
- Strong networking and team building skills
- Proficiency using and instructing word processing, database, spreadsheet, and financial software
- Construction industry related experience

Mi Casa Resource Center is an equal opportunity employer.

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by June 15, 2020. Interviews may occur as qualified candidates apply.

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