

**Position Title:** Business Advisor & Instructor/ Senior Business Advisor and Instructor  
**Department:** Business Pathways host of the Women's Business Center, Denver  
**Reports To:** Director, Business Pathways  
**FLSA/ Status:** Non-Exempt/ Full Time  
**Job Grade:** 5, 6  
**Hiring Range:** \$51,000 to 56,000/ 56,000 to \$64,000 per year  
**Revised:** January 2024

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## WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to creating pathways to opportunity for low-income and underserved individuals. In 1976, seven mothers and one father living in West Denver founded what would become Mi Casa Resource Center. MCRC has grown to deliver programs that advance economic self-sufficiency for the entire family. As one of Denver's largest and longest-standing Latino-led and serving organizations, we have earned community trust by providing culturally competent services grounded in community need.

Our Business and Career Pathways programs support economic growth. Career Pathways trains, supports, and connects low-income jobseekers to high-demand careers that meet their personal and professional needs. Business Pathways combines trainings, consulting, and wraparound services for underserved business owners and entrepreneurs at every stage. With MCRC's support, participants gain the education and skills needed to generate income, move up career ladders, and build wealth through business ownership.

## WHY WORK AT MI CASA

- Be part of an organization and team culture that values employee input, makes data informed decisions, cares about the community, and has fun while doing it.
- Paid time off! MCRC offers three weeks of vacation time per year (accrued), two personal days, health days and 15 paid holidays including our year end closure from Christmas Eve to New Year's Day.
- Amazing benefits such as major medical insurance, dental and vision insurance, employer paid short term and long-term disability plans and a 403(b)-matching program. We pay 100% of medical premiums for employee coverage.
- A stipend for professional development and a team that will support your growth.
- Opportunities to participate in committees such as workplace culture and safety.
- Hybrid schedule that currently includes two days remote and three days in the office upon completing 90 days of employment. However, as we are a direct service organization, it is important that we offer face-to-face services for the community we serve.

## POSITION SUMMARY

Mi Casa Resource Center is seeking a bilingual professional with a passion for small business and entrepreneurship and experience in instructing or facilitating adult learners and/or launching or managing growing small businesses to join as a Business Advisor & Instructor. Opportunities exist for individuals to get hired as a Business Advisor & Instructor or Senior Business Advisor & Instructor based on their skills and experience in this field.

The Business Advisor and Instructor provides individualized business training and advising to startup and existing business participants in more than one language (ideally English and Spanish), supports recruitment of program participants and advising clients, and supports training and advising improvement strategies. This person also participates in collaborative meetings with fellow Business Advisors and Consultants to share best practices, resources, and overcome client challenges.

## **KEY RESPONSIBILITIES**

### **Leadership**

- Serves as a mentor or coach to other team members at the senior level.

### **Participant Interaction**

- Provides business consulting to Business Pathways (BP) participants and consulting clients, including providing expertise in particular business areas and/or industries.
- Supports program participants in various aspects of managing and growing their existing business.
- Fosters an inclusive virtual, in person and/or blended learning classroom environment using adult learning principles in English and Spanish surrounding managing and growing existing small businesses.
- Prepares lesson plans, materials for classes, takes attendance, and documents data in Salesforce.
- Provides technical assistance to program participants.

### **Operational Tasks**

- Maintains a strong working understanding of BP's programs and services.
- Shares best practices for the ongoing improvement of program curriculum, technical assistance tools, resources and information or may provide subject matter expertise at the senior level.
- Plan and coordinates guest speakers, graduations, etc.
- Forges partnerships with other organizations to provide services to the business owners, to market the program and to obtain sponsorships.
- Recognizes any additional needs for support and coordinates resource referrals and support services with Resource Navigator.
- Prepares all required reports and maintains a comprehensive set of records on all participants, client activity and outcomes in Salesforce.
- May provide input to the Director, Business Pathways to ensure applicant's eligibility.
- Supports the team with community outreach, including PR, marketing and in-person events to inform and recruit individuals from the English- and Spanish-speaking community.
- Supports the outreach and operations team in development and implementing innovative techniques to recruit new participants to the BP's programs and services.
- Shares best practices with other team consultants, advisors and instructors.

### **Evaluation**

- Tracks participant outcomes from trainings, including data collection and input.
- Tracks information generated from consulting sessions in Salesforce with thorough and concise case notes.

### **Fundraising and Grants Management**

- Participates in fundraising and grants management efforts as needed.
- May possibly be assigned to represent Mi Casa at community events and on committees, panels, etc.

### **Other**

- Contributes to organizational team effort by attending staff meetings and serving on committees.
- Performs related duties as assigned within their scope of practice.

## **SKILLS /QUALIFICATIONS**

- At least three years' experience or at least 5 years' experience at a senior level in adult instruction, facilitation or advising for small businesses or an equivalent combination of education and experience.
- Must be able to read, write and speak professional level English and Spanish.
- Entrepreneurial, business management or business development experience and/or experience counseling business owners is preferred.
- Bachelor's degree in business, Business Administration, Entrepreneurship or related field, a plus.
- Proficiency in Microsoft suite, Google suite and familiarity with Salesforce or similar systems.
- Strong presentation, facilitation, networking and team building skills.

- Experience working in a non-profit organization and/or working with diverse populations is preferred.
- Ability to work a flexible schedule including evenings and weekends as required to meet the needs of the organization.
- Background Check is required along with valid driver's license, valid insurance and good motor vehicle record.

#### **KEY COMPETENCIES**

- Excellent interpersonal communication
- Proactive individual with a growth mindset.
- Excellent organization and time management skills
- Flexible and adaptable to a dynamic work environment
- Understanding of small business ownership

*We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.*

***Mi Casa Resource Center is an equal opportunity employer.***

**Interested individuals should email a cover letter and resume to [jobs@MiCasaResourceCenter.org](mailto:jobs@MiCasaResourceCenter.org) by July 26, 2024. Interviews may occur as qualified candidates apply.**