SBDC Senior Business Advisor/Workforce and Community Engagement Coordinator

Helena College University of Montana a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community. Helena College is seeking qualified applicants who wish to become part of a dynamic and creative team for a full-time position as a SBDC Senior Business Advisor/Workforce and Community Engagement Coordinator.

The SBDC Senior Business Advisor/Workforce and Community Engagement Coordinator will join the Small Business Development Center (SBDC) team as an SBDC advisor to small businesses in the Helena Region. This position provides consulting and training for small business owners/entrepreneurs seeking assistance to enhance the growth or start up business opportunities. This position is the subject matter expert for all SBA loan products available to businesses and is responsible for helping owners understand their options. The position requires interaction in the community with business and community partners to help establish a relationship with various stakeholders and the Community Education Center. This position will assist to enhance knowledge of funding sources and tools to enable workforce training and development to meet the needs of business and community partners. This position will assist in the collaboration, creation and delegation of customized trainings for the Community Education Center.

To perform the job successfully, an individual must be able to function at a high level and perform each essential duty independently and accurately. The duties listed are a representation of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
**Duties and Responsibilities**

This job requires work-related travel, with potential of occasional overnight stays, to participate in business related meetings. Occasional driving may be required.

Must have reliable transportation, be able to operate a motor vehicle, have a valid driver’s license, and can travel. Office hours are generally 8 a.m. until 5 p.m. This is a full-time position. This position depends on the available funds through the Community Education Center.

Work is performed at Helena College offices as well as at vendor and agency site visits and other meeting or project sites. Remote work may be considered on a specific and ongoing requested option.

Management of office inventory, supplies and equipment is expected.

**Minimum Qualifications**

**Leadership Skills** — ability to influence, motivate, and elevate others to do more than they knew possible as well as an ability to know when to lead and when to assist.

**Small Business Path** — clear understanding of the path to take an idea or concept and develop a solid plan to startup, stabilize, grow, or expand.

**Emotional Intelligence** — ability to recognize and discern emotions to guide thinking and behavior to adapt to dynamic environments and collaborative teams.

**Interpersonal Relations** — ability to deliver exceptional customer service by exceeding the expectations of clients, stakeholders and colleagues.

**Consultation/Advising Skills** — display a keen ability to effectively analyze, interpret, and coach clients from various industries on multi-faceted business concepts to a positive outcome that directs their path to success. Must be able to help clients with all facets of the business planning process.

**Communication Skills** — display proper oral, written and professional etiquette. Adept at website content management, digital marketing and social media networks, email and virtual meeting platforms.

**Presentation/Facilitation Skills** — ability to present, facilitate and lead small and large groups with varying level of expertise.

**Business Acumen** — keen ability to analyze, understand and deal with a business situation in a manner that is likely to lead to a positive outcome.

**Personal Effectiveness/Time Management** — ability to strategically utilize time and resources to manage priorities, timelines, deadlines and details under pressure, with accuracy, and to a high level of proficiency.
**Technical Capability** — Strong proficiency in fundamental office and computer equipment as well as software programs such as Microsoft Office Suite, CRM platforms, social media and cloud-based software applications.

**Teamwork Oriented** — ability to effectively align within a collaborative effort to achieve common goals and outcomes.

**Adaptability** — ability to modify actions, direction or approach to changing situations and expectations in a respectful and professional manner.

Ability to speak the language of commercial lenders is required. Commercial lending underwriting and analysis skills is required. Must be able to assist a client with formulating financial projections as well as financial statement analysis. Must be able to assist a client in building a fundable loan package.

Preferred:
Bachelor’s Degree in Business Management or related field; or equivalent combination of education and job related experience.

**Benefit and Salary Information**

$52,000 Annually

Benefits include a comprehensive and competitive group benefits package, including Insurance package, mandatory retirement plan, partial tuition waiver, professional development, and wellness program.

**How to Apply**

**Priority Application Date: Thursday, June 16, 2022**

Review of applications will begin after date above and continue until the position is filled.

Submit the following materials:

- **Letter of Interest** – addressing the stated required skills for the position
- **Detailed Resume** listing education and describing work experience
- **Names and contact information of three professional (3) references.**
- **Supplemental Question:** Please explain your experience with business consulting.

[Apply Here](#)

Incomplete applications may not be considered.
Helena College University of Montana is committed to building a culturally diverse educational environment. The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their teaching and/or service. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

Criminal Background Investigation is required prior to Offer of Employment
In accordance with University policy, finalists for this position will be subject to criminal background investigations.

ADA/EOE/AA/Veteran's Preference
Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans’ or disabilities preference in accordance with state law. Applicants requesting veterans’ or disability hiring preference must provide appropriate documentation to verify eligibility. Appropriate documentation includes the following:

- DD-214 showing the character of discharge or a document issued by the Office of the Adjutant General of the Montana National Guard certifying service (a veteran or eligible relative)
- Service-connected disability letter issued by the U.S. Department of Veterans Affairs (a disabled veteran or eligible relative)
- Montana DPHHS Disability Certification through the Vocational Rehabilitation Programs (a person with a disability or spouse of a person with a 100% disability)

Other suitable documentation, if deemed sufficient by the hiring agency, may be accepted. Eligible relatives may also need to provide additional documentation in order to demonstrate that all eligibility criteria and requirements are met.

Testing
Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.

*References not listed on the application materials may be contacted; notice may be provided to the applicant.
* All New Employees must be eligible and show employment eligibility verification by the first date of employment at Helena College University of Montana, as legally required (e.g., Form I-9).
Applicant Self Identification Form (optional)

Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College.

This information is voluntary and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

Position Applied for:
Last Name: ___________________________ First Name: ___________________________ Middle Initial: ___________________________

Gender: [ ] Male [ ] Female

Race/National Origin:
[ ] White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.

[ ] Black (not of Hispanic origin): all persons having origins in any of the black racial groups.

[ ] Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

[ ] Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.

[ ] American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Veteran Status:
[ ] No Military Service

[ ] Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under
laws administered by the Secretary of Veteran's Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.

☐ Other Protected Veteran: a veteran who served on active duty in the U.S. military, round, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

☐ Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

**Where did you learn about this vacancy?**

☐ Newspaper  ☐ Job Service  ☐ Referral  ☐ Posting  ☐ Web  ☐ Career Fair  ☐ Other: