



The LiftFund DFW Women's Business Center (WBC) is a program of LiftFund Inc., a non-profit micro-enterprise development program based in Dallas, and a resource partner of the Small Business Administration. The WBC is committed to helping entrepreneurs, especially women and minorities launch and grow their businesses. We accomplish this by providing one-on-one business advising, workshops, trainings, and access to capital. Learn about us at www.liftfund.com/wbcdfw.

Company Values: Dedicated to our Customers - Lead with Integrity - Strive to be Better

TITLE: Business Support Contractor
REPORTS TO: Director

OVERVIEW

The primary role of the business support person is to help carry out the WBC's mission of providing responsive consultations and trainings to current and aspiring entrepreneurs across DFW metroplex.

RESPONSIBILITIES

- Assist in coordinating the marketing efforts and logistics for workshops. Including set-up of application pages, customization of flyers, sending materials to speakers for program execution, collecting and analyzing registration and survey results, coordinating one-on-one consultations for clients, and assisting with creating copy for social media.
- Conduct outreach to LiftFund DFW microloan female borrowers to engage client's in new business support services including available through the WBC.
- Help promote and host monthly financial education workshops and input data and reports to funder in timely manner.
- Assist director and advisor in creating business action plans for coaching clients and timely follow-up.
- Capture and track technical assistance hours in LiftFund's CRM.
- Update universal slide decks for WBC presentations with new graphics and branding consistency.
- Assist in coordination and reporting for workshops and consultations.
- Conduct research and compilation of business resources and referrals across DFW.
- Assist business support staff in other duties as assigned.

QUALIFICATIONS & ATTRIBUTES

- Strong organization and time management skills.
- Experience working in professional office setting and interacting with small business owners.

- Exception customer service and communication skills, written and verbal, at varying levels with diverse client populations, community partners, and internal staff.
- Knowledge of business fundamentals in accounting, finance, and marketing.
- Graduating senior with four-year degree in business or student pursuing MBA is preferred
- Ability to communicate in Spanish is preferred.
- Strategic thinking and creative approaches to problem solving, linked to practical and effective implementation.

TERMS OF POSITION

Dates: April 1-December 31, 2019

Work Schedule: days and times TBD not to exceed 15 hours per week with some evenings

Rate: \$12/ hour paid bi-weekly upon submission of invoices. This position is an independent contract position.

Location: 8828 N. Stemmons Freeway, Suite 142, Dallas and event venues

Attendance Policy: advanced notice must be given for any absences (2 weeks for time off), unless it is an unforeseen circumstance. Arriving six or more minutes after start of your shift will be documented as late. After three documented instances in violation of this policy, contract will be terminated.