

# Small Business Consultant (Program Coordinator)

## Florida SBDC at Hillsborough County

**This Recruitment will be closed on 5/24/18 OR once 100 applications are received.**

<b>Salary</b>	\$38,937.60 - \$62,691.20/year
<b>Department</b>	Economic Development
<b>Job Type</b>	Open Recruitment
<b>Employment Type</b>	Full-Time

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### WHY JOIN US

Hillsborough County Government provides employees with careers that are both professionally and personally rewarding. With a wide range of independent agencies to choose from, the opportunities within Hillsborough County Government are endless! You are not just an employee within the government, you are an ambassador and business partner making a huge impact within our community that helps shape our future.

### WHY WE EXIST

Our mission is to provide effective quality service at a reasonable cost with courtesy, integrity and accountability in a manner that protects and enhances the quality of life of our diverse population.

### IDEAL CANDIDATE PROFILE

Ideal candidate would have knowledge and experience teaching, consulting, and facilitating individuals who own or have interest in owning a business. Also have a vast knowledge of the following:

- Entrepreneurial support and resources
- Project management
- Website design and social media

### JOB OVERVIEW

Performs professional level work developing, organizing, administering, and evaluating assigned programs and functions, providing guidance and technical expertise to assigned program staff, other departments, the community, and program participants. Incumbent may coordinate one or more specialized programs.

### MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university; and  
One year of experience directly related to provide start-up and existing business consulting related to small, minority, women and veterans seeking to start, grow or expand a small business.

**OR**

An equivalent combination of education (not less than possession of a high school diploma/GED), training and experience that would reasonably be expected to provide the job-related competencies noted above.

\* This position will require you to travel throughout Hillsborough County.

## **CORE COMPETENCIES**

Performs professional work planning, organizing, developing and coordinating administrative aspects of assigned programs. Develops and administers program policies and procedures, and monitors work processes to achieve program objectives.

## **WORK CATEGORY**

**Light work** - Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that of sedentary work and if the worker sits most of the time, the job is considered light work.

## **PHYSICAL REQUIREMENTS**

- The employee is regularly required to talk and hear.
- This position is primarily sedentary.

## **DUTIES AND RESPONSIBILITIES**

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Plans, develops, organizes and evaluates work processes to ensure the efficient delivery of program services and fulfill program objectives.
- Provide start-up and existing business consulting to small, minority, women and veterans seeking to start, grow or expand a small business.
- Complete weekly client contact reports
- Complete monthly activity reports
- Conduct business related workshops with special skills to teach business web site design and use of social media for small businesses.
- Coordinates action where several organizational entities are involved and follows up to ensure that all details and program requirements are met.
- Assist with workshop preparation and PowerPoint updating and redesign as needed
- Reviews program operations, identifies program strengths and weaknesses and areas and recommends corrective action.
- Assist with Entrepreneur Services workshop registration as needed.
- Conducts customer/participant surveys to gather information on program services and customer satisfaction, and identify gaps in services.
- Resolves problems encountered during daily operations and determines appropriate solutions.
- Performs other related duties as required.

## **JOB SPECIFICATIONS**

- Knowledge of the specific functions, activities, and services provided by the assigned programs and projects.

- Knowledge of applicable laws and regulations governing assigned programs and projects.
- Knowledge of organizational and methods and procedures relating to the effective coordination and administration of assigned programs.
- Ability to plan, organize, coordinate and supervise the work of assigned staff.
- Ability to communicate effectively, both orally and in writing, proof reading skills and speaking.
- Ability to manage multiple projects simultaneously and handle assignments directed from a variety of staff and partners.
- Ability to accomplish projects with little supervision.
- Ability to facilitate web communications, publishing, usability and social media
- Ability to prioritize work.
- Ability to work effectively with others.
- Ability to follow oral and written instructions and established procedures.
- Ability to organize programs, projects and special events.
- Ability to anticipate project needs, discern work priorities, and meet deadlines with little supervision
- Ability to use a computer and related software.
- Ability to organize and to multi-task.