



## ***Job Description***

### **Great Lakes Women's Business Council Business Growth Program - Business Counselor**

#### **Reports To:**

Director of Business Education

#### **Objective:**

Strengthens women, minority, and disadvantaged business enterprises in Wayne County competing for government and corporate contracts. The Business Counselor will be the specialist in facilitating training and counseling sessions to assist clients in understanding and navigating the multi-dimensional aspects of being awarded a contract (e.g. laws, regulations, processes, resources, etc.). Business growth will be a key objective when working with business enterprises. We're looking for a highly motivated employee who will bring their all every day. We have a high productivity and high-engagement culture that is not for anyone seeking comfort zone.

#### **Primary Responsibilities:**

- Evaluate client potential for market diversification and select viable businesses for participation
- Provide advice/counseling to assist firm in the development of realistic and attainable objectives for their business growth initiatives
- Coordinate business development and growth training sessions via workshops, webinars, and virtual meeting platforms
- Assist clients in registering in databases for government and corporate supplier portals
- Aid with and develop marketing toolkit for certified businesses
- Develop a resource network to be used in providing referrals to appropriate resources
- Deploy semi-annual/annual data collection (survey) to program graduates

#### **Secondary Responsibilities:**

- Maintain and prepare any documentation required by U.S. Small Business Administration and Office of Women's Business Ownership (OWBO) including any documentation required by Wayne County / New Economy Initiative
- Create and maintain filing system, data and tracking to include all pertinent information
- Report training and counseling data into EDMIS spreadsheet
- Actively participate in outreach events.



- Steer current and/or prospective business owners with any questions or concerns they may have with reference to starting a business to colleagues and resource partners
- Other duties as assigned

**Skills:**

- High emotional intelligence
- Small Business Experience
- Cash Flow Analysis
- Finance/ Accounting/ Debt & Equity Finance
- Procurement
- Economic Development
- Collaboration
- Project Management Experience
- Oral/Written Communications
- Strong analytical skills
- Sales and Marketing
- Safeguarding program confidentiality

**Qualifications:**

- A bachelor's degree in Business Administration, Public Administration, Economic Development, or related field.
- Industry knowledge of supplier development, procurement, or similar is helpful.
- Has at least two years of experience successfully teaching adult learners in a classroom setting, including preparing and delivering lessons
- In lieu of a degree, a minimum of three (3) years' experience in business and/or economic development and/or government procurement programs and/or equivalent combination of education and experience which demonstrates the knowledge, skills, and abilities necessary for this position may be accepted.

***Application Process:***

Submit resume to Kelly Hill [khill@greatlakeswbc.org](mailto:khill@greatlakeswbc.org). No phone calls will be accepted regarding this job posting. For additional information please reference the website, [www.greatlakeswbc.org](http://www.greatlakeswbc.org).