

OPEN POSITION – Senior *Business Coach*  
Posted: March 11, 2022  
Vermont Slauson Economic Development Corporation



Vermont Slauson Economic Development Corporation is currently seeking a Senior Business Coach to service their Watts Regional BusinessSource Center.

### **Our Mission**

By facilitating comprehensive programming, VSEDC advances the economic development of the South Los Angeles area by providing support that revitalizes the physical, economic, and social life of the community.

### **Who We Are**

South Los Angeles deserves an advocate, one who will tirelessly fight for the resources that the area deserves. VSEDC is a 501c3 organization that has proudly served as an ally for more than 40 years. Our neighborhoods are full of brilliant entrepreneurs and future business owners who simply need a chance. VSEDC will help lead the way.

### **Vision**

We envision a South Los Angeles where families thrive thanks to a robust local economy where no person is left behind. We see a future where neighborhoods are full of strong businesses that consistently expand, thereby resulting in living-wage jobs and an infrastructure that allows local residents to excel.

### **Values**

We believe in partnership, collaboration, and the power of a collective voice, especially during times when we must fight for what's best for the area we serve. We believe that every person who calls South LA "home" deserves to live in safe communities where everyone has the chance to achieve their hopes and dreams.

### **Job Summary**

The Vermont Slauson Economic Development Corporation is seeking a Senior Business Coach for their Watts Regional BusinessSource Center. The Senior Business Coach's main function is to provide high-quality coaching to entrepreneurs and small business owners by analyzing situations and educating clients in the areas of business plans, market feasibility, and cash management and access to capital. In addition, they will be responsible for developing relationships with local organizations and stakeholders to better support the overall economic health of the Watts small business community.

## **Essential Duties**

VSEDC Business Coaches are responsible for, but not limited to, the following:

- Managing a caseload of 50-60 active startups and operating businesses.
- Provide direct one-on-one coaching and technical assistance to business clients, including: developing business, marketing, and financial plans.
- Provide resources and information on how to start/grow businesses, how to access procurement opportunities and registering to do business within the LA County region.
- Consult businesses in the creation of marketing materials, record-keeping systems, and other tools necessary to small businesses.
- Guide clients through the loan application process.
- Maintain client database by accurately logging case notes of client activity and successes.
- File License and Permits, file DBA applications upon request.
- Attend and participate in agency and department required trainings.
- Travel to off-site meetings, training, and events.
- Maintain accurate files.
- Perform other duties as assigned.

## **Required Skills and Experience:**

- Have a strong interest in Economic Development.
- Experience providing loan technical assistance, packaging and underwriting
- Solid knowledge of Microsoft Office, Zoom, Outlook, Online Calendars, and an ability to learn how to use our CRM system.
- Excellent communication skills (written and verbal).
- Ability to both supervise self, and work in a team environment when needed.
- Must have strong analytical and problem-solving skills.
- Must be comfortable with technology and have the ability to adapt to new software and databases.
- Have the ability to relate to business owners, regardless of professions.
- Ability to deliver on strict deadlines.
- Must be self-motivated, comfortable working independently.
- Ability to learn quickly and apply knowledge.
- English/Spanish bilingual highly desired.

## **Other Requirements**

- Must pass a criminal background check (Live Scan fingerprinting) prior to first day of employment.
- Must have access to reliable transportation and arrive at worksites at a scheduled time consistently.
- If applicable, will be required to provide proof of current California driver's license, acceptable driving record (current DMV H6 printout) and current liability auto insurance.
- Completion of other required training (i.e. worker's compensation, training against harassment, etc.) when assigned.

**Education and Experience**

- Minimum Education: College Graduate, or Associates Degree/2 years of college and 6 years of experience in Business Assistance.
- Preferred Field of Expertise: Business Management/Administration, Marketing, Finance, or other business-related fields.

**Language Ability**

Ability to read and comprehend the English language to follow instructions, prepare correspondence and memos.

**Reasoning Ability**

Ability to apply common sense understanding to carry out detailed written or oral instructions.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Microsoft Office especially MS Word and MS Excel.

**Certificates and Licenses**

No certifications or licenses needed

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

The position reports to BusinessSource Program Manager

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 10 -20 pounds. Specific vision abilities required by this job include Close vision and Distance vision. While performing the duties of this Job, the employee is regularly required to sit, speak, or listen. The employee is frequently required to use hands to type, hold, open doors, i.e., typical everyday tasks. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.