



Business Coach JOB DESCRIPTION

Job Title: Business Coach
Reports To: Program Manager
FLSA Status: Non-Exempt
Department: BSC
Location: 1130 W. Slauson Avenue, Los Angeles, CA 90044
Salary Range: \$62,400 - \$72,800

Summary: The Vermont Slauson Economic Development Corporation is seeking a Business Coach for their South Los Angeles Regional Business Source Center. The Business Coach's main function is to provide high-quality coaching to entrepreneurs and business owners by analyzing situations and educating clients with regard to business plans, market feasibility, and cash management.

Essential Duties and Responsibilities:

- Responsible for managing a caseload of 20-30 active startups and operating businesses.
- Provide direct one-on-one coaching and technical assistance to business clients, which includes: developing business, marketing, and financial plans.
- Providing resources and information on how to start/grow businesses, how to access
- Procurement opportunities and getting registered to do business within the LA County region.
- Assisting businesses in the creation of marketing materials, record-keeping systems, and other tools necessary to small businesses.
- Guide clients through the loan application process.
- Help assess, organize and coordinate resources for entrepreneurs.
- Case note client activity and successes while maintaining a client database
- File License and Permits DBAs upon request.
- Attend and participate in agency and department-required training.
- Travel to off-site meetings, training, and events.
- Maintain accurate files.
- Site visits must be performed on businesses receiving funding.
- Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Education/Experience:

- Minimum Education: Associates Degree or 2 years of College.
- Minimum Field of Expertise: Business Management, Marketing, Finance, and or other business-related fields.
- Preferred Experience: 1-2 Years.
- Preferred Field of Expertise: Business Management/Administration, Marketing, Finance, or other business-related fields.

Skills and Requirements:

- Have a strong interest in Economic Development.
- Excellent communication skills (written and verbal)
- Ability to 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 work independently and adhere to strict deadlines.
- Must be self-motivated; comfortable working independently.
- Ability to learn quickly and apply knowledge.
- Bilingual (English/ Spanish) preferred.
- Must pass a criminal background check (Live Scan fingerprinting) prior to beginning employment.
- Must have access to reliable transportation to 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.

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 but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.



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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 needed

Supervisory Responsibilities:

This job has no supervisory responsibilities.

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 here 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 and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.