



Washington Community Alliance for Self-Help (CASH) provides the business training, supportive community and capital to help enterprising individuals with limited financial resources gain self-sufficiency through small business ownership.

BUSINESS GROUPS COORDINATOR

Report to: Executive Director

Hours/Days: Hourly - part-time position, 20 hours per week – some evenings

Salary Range: \$20 per hour

Twice monthly Washington CASH facilitates 'Business Support Group Meetings', allowing members to network and access business resources. Members can bring marketing materials, products, or displays to let people know about their businesses. This is also the time where members can connect with our business advisors who offer one-on-one assistance on a full array of business challenges. The groups are self-governing and based on the concept of Dr. Yunus' Grameen Bank Model. During these groups, Washington CASH members may present to their peer-group for the approval of a microloan to benefit their business.

POSITION DESCRIPTION

Responsible for coordinating Business Support Groups for the Washington CASH programs including King County, Kitsap County and the Latino program. This position will be critical in bringing continued value, encouragement, and resources to our client members. The Business Groups Coordinator will be responsible for:

- Communicating and coordinating with group members,
- Recruiting and training volunteer mentors,
- Recruiting excellent guest speakers,
- Connecting client members with needed community resources.
- Providing one-on-one business coaching on various topics,
- Arranging the logistics of group meetings.
- Teaching classes and workshops, as needed.
- Other duties, as needed.

QUALIFICATIONS

- Have owned a business or equivalent experience.
- Experience with low income individuals preferred.
- Bi-lingual, English/Spanish preferred.
- Experience with adult education best practices.
- Ability to function in a complex work environment, set appropriate priorities, and deal effectively with numerous simultaneous requirements.
- Strong computer & technology skills including MS Word, Excel, Outlook.
- Strong organizational skills and exceptional attention to detail.
- Possess strong multitasking skills.
- Ability to operate under pressure and meet deadlines
- Ability work independently on projects and also collaborate as a strong team member
- Must have strong organizational, analytical, verbal and written communication skills.
- Innovation and creativity in the form of continuous improvement to internal processes.
- Protect the reputation and integrity of others through strict confidentiality.
- Valid driver's license and good driving record required
- Personal vehicle or access to independent transportation required
- Proof of motor vehicle insurance (for use of personal vehicle)

How to Apply:

Email cover letter and resume to: irene@washingtongcash.org

To provide equal employment and advancement opportunities to all individuals, Washington CASH will base employment decisions on merit, qualifications, and abilities. Washington CASH will not unlawfully discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, age, affectional or sexual orientation, marital or familial status, national origin, ancestry, the presence of any physical, mental or sensory disability, veteran status, or any characteristic protected by federal, state, or local law.