



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 SPECIALIST

Report to: Executive Director

Hours/Days: Salary - Full-time position, some evenings

Salary Range: Based on experience

POSITION DESCRIPTION

This position is responsible for assisting Washington CASH clients (low-income entrepreneurs) in increasing their business skills, knowledge, and revenues. The Business Specialist assists clients through 1-on-1 business consulting, skills training, classroom / workshop instruction, community networking and coordination of client showcase events.

The Business Specialist will be responsible for:

- Meeting 1-on-1 with clients for business consulting.
- Creating and implementing workshops and classes to improve business skills.
- Recruiting volunteers from the business community to bring additional resources to clients.
- Other duties, as needed.

QUALIFICATIONS

- Have owned a business or equivalent experience.
- Strong financial and business tax knowledge.
- 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.
- Posses strong multitasking skills.
- Ability to operate under pressure and meet deadlines
- Ability work independently on projects and also collaborate as a strong team member
- 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.