

## BUSINESS AND FINANCE SPECIALIST

**Report to:** Executive Director  
**Hours/Days:** 40 hours per week – some evenings and weekends  
**Salary:** \$45,000 - \$50,000 DOE



*Washington Community Alliance for Self Help (CASH) is a non-profit, micro enterprise training and lending program for people with low-incomes. We believe small business ownership is a viable pathway out of poverty.*

### **Position Description**

This position is responsible for teaching our financial management course to small business owners and providing one-on-one coaching general business development.

### **PRIMARY RESPONSIBILITIES**

- Teach classes in basic business financial management to our entry-level business owners.
- Provide resources and bring in guest speakers for advanced topics.
- Provide one-on-one assistance to students and clients.
- Contribute to curriculum development of the overall Financial Management Course.
- Partner with Washington CASH staff to support other functions, such as loan processing, as needed.

### **Qualifications**

- Minimum of 3 years experience in small business financial management
- Experience teaching adults
- Knowledge of adult education best practices
- Experience with low income individuals
- Prior experience as a small business owner, preferred
- The ability to communicate effectively and work collaboratively with diverse audiences is necessary.
- Ability to work independently on projects and also collaborate as a strong team member
- Bi-Lingual, Spanish/English, preferred but not required
- Protect the reputation and integrity of others through strict confidentiality
- Strong computer and technology skills including Microsoft Word, Excel, Power Point and Outlook.
- Flexible schedule and working evenings required
- The capacity to function in a fast-paced, growing organization is vital.
- High energy, strong work ethic, excellent people skills are necessary.

Washington CASH is an Affirmative Action, Equal Opportunity Employer. Applications are considered without regard to race, age, sex, color, creed, religion, disability, national origin, marital status, mental or physical handicap, sexual orientation (heterosexuality, homosexuality, bisexuality and gender expression of identity) or any other classification protected by law.

#### **How to Apply:**

Email cover letter and resume to:

[cheryl@washingtongash.org](mailto:cheryl@washingtongash.org)