



Job Description – Business Counselor

STATUS:	Non-Exempt
HOURS:	35 hours, occasional evenings and weekends
COMPENSATION:	Commensurate with experience
DESCRIPTION:	CMP operates a Business Outreach Center to help individuals who seek to start or expand their business. Business Counselors are armed with multi-faceted knowledge to assist individuals to the next stage of growth.
Program:	Entrepreneurship
Job Title:	Business Counselor
Job Classification:	Full Time Non-Exempt

Job Responsibilities:

Provide technical assistance, workshops, and conduct outreach to small business owners to identify, document and deliver business services.

Assessment Services:

- Determine client's primary needs and document service action plans, establish the services to be provided.
- Document client service needs and action plans to support their goals
- Establish timelines for service based on client needs and situational analysis.

Case Management:

- Work with qualified clients on an ongoing basis to lead to implement strategies to stabilize, and strengthen their business operations so they can success and deliver economic impact.
- Maintain ongoing relationship with client to ascertain needs and delivery of solutions to help meet the client needs
- Develop and maintain case management plans to capture and document to service plan for each client based on the needs assessment
- Support clients with referrals for marketing & sales, business planning, HR, business planning, capital access, accounting and bookkeeping strengthening, staffing support or other resources to strengthen and help to sustain the business during and after the construction period.

Financial Management

- Assist clients with evaluating their financing readiness,
- Assist companies to prepare and apply for financing or other financial incentives
- Assist companies in preparing financial projections or tools to understand cashflow needs



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- Evaluate client financial weaknesses and make recommendations for improving their financial management.
- Assist business owners to strengthen their personal financial condition as a means to long term sustainability of their small business enterprises
- Assist clients to better understand potential credit barriers and strategies to overcome weaknesses.
- Make referrals when appropriate to other project resource consultants or partner agencies.
- Assist qualified prospective entrepreneurs the areas of venture feasibility analysis, business plan writing, financial projections, obtaining financing and other business start-up issues.

Service Delivery Method & Goals

- Position requires individual to conduct outreach to meet with business clients or community stakeholders at their place of business. Most client meetings will be in-person and can also occur via phone.
- Position may use proprietary business analysis and strategy tools when appropriate. Training will be provided when applicable.
- Provides no-cost consulting services to business owners, in the NYC Area
- Facilitate improvement and growth for small micro-businesses and/or emerging small businesses to help them stabilize, sustain themselves and expand market position

Qualifications:

- A Bachelor's degree in business field is required.
- Bilingual in English and Chinese
- Previous small business counseling experience for small and/or family owned business.
- Experience and knowledge of business finances (preparing financial projections, interpreting and analyzing financial statements), marketing, sales, operations and management.
- Demonstrated business management experience addressing complex micro business problems.
- Ability to work with various stakeholders to help entrepreneurs achieve goals.
- Must be able to maintain accurate time records and prepare reports on services delivered.
- Public speaking, presentation and writing skills.
- Additional education beyond a Bachelor's degree or specific certifications and related training.

Send resume and cover letter with the subject heading: "Business Counselor" to hr@cmpny.org.