

# California State University, Fresno Foundation

## BUSINESS SPECIALIST – OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT (OCED)

JOB ANNOUNCEMENT: #25-676

<b>POSITION SUMMARY:</b>	<p><b>Part-time, non-benefited position with OCED through the California State University, Fresno Foundation.</b> The Business Specialist will provide essential assistance to community members aspiring to initiate or expand their businesses in the Central Valley. The responsibilities will be diverse and dynamic, encompassing a range of tasks but not limited to providing technical assistance to clients, attending community events to promote the Center's services, hosting workshops, and delivering engaging presentations. All activities could be in person and/or virtually delivered.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p><b>1. Individual Counseling Sessions:</b></p> <ul style="list-style-type: none"> <li>• Initiate outreach efforts to identify potential clients eligible for Women’s Entrepreneur Center</li> <li>• WEC services in the Central Valley, including virtual research, in-person visits, and door-to-door engagements with small businesses within the WEC service area.</li> <li>• Provide personalized, one-on-one counseling sessions to aspiring entrepreneurs to guide them through the process of business establishment or expansion. Those sessions could be in person at the WEC facility, client’s facility, virtually, or via phone call.</li> <li>• Assess clients' needs, provide guidance, tools, and resources available in the region.</li> <li>• Monitor clients' progress and offer ongoing support and advice.</li> <li>• Subject to achieving goals according to the grant’s metrics.</li> </ul> <p><b>2. Teaching Entrepreneurship Classes:</b></p> <ul style="list-style-type: none"> <li>• Host workshops in support of the workshop instructor, seminars, and training sessions to help participants acquire essential business skills. Those workshops or classes could be in person, virtual or hybrid in and out of the regular office hours (including weekends or evenings ).</li> <li>• Eventually, the Business Specialist will be the speaker for those workshops, and sometimes there will be guest speakers, and the Business Specialist will be the host of the event.</li> <li>• Create slide presentations or any other interactive materials for the workshops.</li> </ul> <p><b>3. Meetings and Collaboration:</b></p> <ul style="list-style-type: none"> <li>• Attend regular meetings with the Director to discuss center operations, projects, events, milestones, training, etc.</li> <li>• Collaborate with internal and external stakeholders, including local business organizations and institutions to support specific programs or resources for the clients.</li> <li>• Represent the Central Valley Women’s Entrepreneur Center at community events or workshops.</li> <li>• Meetings could be in person or virtual in or out of the regular office hours (including weekends or evenings).</li> <li>• May be required to attend in person summits or conferences outside the office, city, or state.</li> </ul> <p><b>5. Networking and Partnerships:</b></p> <ul style="list-style-type: none"> <li>• Actively seek out and create partnerships with relevant organizations to expand the network of resources available to entrepreneurs.</li> <li>• Represent the organization at community events and industry conferences to promote the Central Valley Women’s Entrepreneur Center services.</li> <li>• Coordinate and organize events, seminars, and networking opportunities to connect entrepreneurs with resources, mentors, and potential collaborators.</li> </ul>

	<p><b>6. Metric Goals:</b></p> <ul style="list-style-type: none"> <li>• Work with the Director to set and achieve performance metrics and goals.</li> <li>• Track and report on the progress toward these metrics every week.</li> </ul> <p><b>7. Reports:</b></p> <ul style="list-style-type: none"> <li>• Report weekly counselor goals, including achievements of the Business Specialist, and suggest initiatives to improve metrics if it is necessary.</li> <li>• Report everyday attendance with the Director.</li> </ul>
<p><b>POSITION REQUIREMENTS:</b></p>	<p><i>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.</i></p> <ul style="list-style-type: none"> <li>• High School Diploma or some college courses, or an associate degree for specialized skills, or a bachelor's degree or a certificate or training or experience in business, entrepreneurship, or a related field is preferred.</li> <li>• Prior experience in entrepreneurship, business development, or counseling is highly beneficial.</li> <li>• Customer service experience.</li> <li>• Strong communication and presentation skills.</li> <li>• Bilingual in English and Spanish, preferred.</li> <li>• Excellent interpersonal and counseling skills.</li> <li>• Organized, with the ability to manage multiple tasks and deadlines.</li> <li>• Familiarity with entrepreneurship and small business resources.</li> <li>• Some knowledge of permits, licenses, and other governmental requirements to register a business in California.</li> </ul> <p><b>Attributes:</b></p> <ul style="list-style-type: none"> <li>• Passion for entrepreneurship and small business development.</li> <li>• Collaborative and team oriented.</li> <li>• Results-driven and committed to achieving program goals.</li> <li>• Adaptable and willing to stay current with industry trends and best practices.</li> </ul>
<p><b>COMPENSATION:</b></p>	<p><b>\$18.00 - \$24.00 per hour.</b> This is a part-time, non-benefited position.</p>
<p><b>DEADLINE:</b></p>	<p>Application review begins immediately; open until filled.</p>
<p><b>TO APPLY:</b></p>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.</p> <p>E-mail completed application &amp; resume to: <a href="mailto:auxiliary-hr@mail.fresnostate.edu">auxiliary-hr@mail.fresnostate.edu</a></p>

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html> Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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