



JOB ANNOUNCEMENT



06/11/18

POSITION TITLE: Business Development Specialist
LOCATION: Department of Economic Development – Entrepreneurship Support Division
POSITION TYPE: Non-Exempt / Full-Time
SALARY RANGE: \$16.07 - \$24.11 per hour
REPORTS TO: Economic Development Director
CLOSING DATE: June 29, 2018

POSITION SUMMARY:

The Business Development Specialist coordinates business development services to clients utilizing a client-centered case management approach providing curriculum-based educational sessions, coaching, and guidance in the various aspects of creating and operating a small business. Duties include but are not limited to: conducts research on best practices in small business services models used to serve tribal communities; deliver small business development curricula through train-the-trainer and other capacity building methods to clients and community members at-large; deliver presentations, workshops, and other educational sessions; develops and maintains collateral materials about business development services, including a program brochure, fliers, and other outreach materials; conduct outreach and recruitment through various community forums to identify prospective clients; conduct assessment and discovery activities to develop and execute an Individualized Service Plan for each client; provide technical assistance to clients in formulating business development goals; review clients progress toward goals, identifies other needs, and provide coaching and case management services as needed; coordinate a Speakers Bureau in order to bring trainers & speakers with subject-matter knowledge in various business-related and capacity-building topics; create, grow and maintain a robust network of partners who can provide ancillary services in key areas, such as workforce development services, child care, health care, and other services; assist client in obtaining credit building and credit repair services through a referral system and through information sharing; provide technical assistance to the Tigua Community Development Corporation (TCDC) including participation in board meetings; refer clients in need of small business loans to TCDC; educate clients and community members about universal services at the Tigua Business Center (TBC) and Tigua Technology & Enterprise Center (TTEC); participate in formative evaluation efforts to ensure that progress can be quantifiably measured over time in order to identify program strengths and challenges; work closely with city and county Chambers of Commerce, and any community entities in order to enhance existing business relationships; provides oversight of the Target Tigua AmeriCorps members assigned to the Business Development Services; other duties as assigned.

MINIMUM REQUIREMENTS:

Bachelor's degree in business administration, economics, statistics, business, community development or related discipline; Four years of experience in small business development, economic research or economic or community development; Must possess a valid Texas driver's license and be insurable; must be able to successfully pass a post-offer drug screen and criminal history background investigation.

KNOWLEDGE, SKILLS, ABILITIES:

Must be proficient with software applications such as: MS Office Word, Excel, PowerPoint and Access; extensive mathematical skills necessary to research and interpret economic, accounting, financial and statistical data; knowledge of small business development; knowledge with planning and project/program development; business development best and promising practices; ability to write in a professional manner, to communicate and correspond with clients, colleagues, and supervisory staff; ability to understand risk management concepts in order to provide clients with realistic and fact-based information regarding business creation and operation needs, such as capital needs, credit, and skills; must possess effective teaching skills; ability to work effectively as part of a management team dedicated to collaboration of economic development initiatives; ability to handle multiple responsibilities and solve problems creatively; communicate effectively, both orally and in writing; knowledge of and adherence to using proper and required citation of materials and sources used in program materials, such as PowerPoint presentations, educational sessions, technical narratives for proposals, and other disseminated or published literature; ability to exercise independent judgment; ability to establish and maintain good

community relations and deliver effective public presentations; ability to work flexible schedule to meet clients after normal business hours and weekends as needed is required; ability to travel out of town; ability to adapt to multi-projects, challenging assignments, diverse funding sources and emergent duties and tasks.

APPLICATION PROCEDURES:

Qualified candidates interested in applying may complete an application in the Tribal Administration Building located at 119 S. Old Pueblo Rd El Paso, TX 79907, apply online at www.ysetadelsurpueblo.org YDSP Careers page, submit resume via fax to (915) 859-2988 or e-mail to humanresources@ydsp-nsn.gov.

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