



JOB DESCRIPTION

Small Business Development Specialist

Department:	Workforce Development Programs
Reports To:	Workforce Development Programs Manager
FLSA Classification:	Non-Exempt
Work Location:	On site
Wage Range:	9/10 \$31.63 to \$34.19 per hour DOQ

Summary

The Small Business Development Specialist coordinates a newly created program that provides services and training for entrepreneurs on their path to small business ownership. This position is responsible for the day-to-day operations of the program; supporting, training, and advising clients; and garnering support from key stakeholders.

Essential Duties and Responsibilities

To perform the job successfully, an individual must be able to function at a high level and perform each essential duty independently and accurately. The duties listed are a representation of the various types of work that may be performed.

- Support entrepreneurial and small business outreach efforts within an eight-county region.
- Administer entrepreneurship assessments to assist individuals in identifying critical analysis of their goals, interests, skills, and experience.
- Assist in the creation of Workforce Development Policies and Procedures to support entrepreneurial and small business opportunities.
- Promote entrepreneurship and small businesses through the website and business expo that leads to opportunities for American Indian, Alaska Native, and/or Native Hawaiian owned small businesses to connect with Tribal government and Tribal Enterprises staff and purchasing decision makers.
- Create and maintain a database of Native owned business.
- Coordinate hiring events, Business 2 Business Expo and monthly roundtable that showcase successful Native entrepreneurs and cover topics such as business readiness, business law, steps for acquiring different types of licenses, operating a business on Tribal land and OSHA standards.

- Conduct regular outreach to prospective AI/AN/NH entrepreneurs to attend the Native Entrepreneur Academy and the Youth Business Academy.
- Coordinate and track participation in the Native Entrepreneur Academy for AI/AN/NH youth and adults, with preference to members of consortium Tribes.
- Maintaining all participant numbers, outcomes, narratives, and successes for required reporting.
- Build relationships and establish policies and procedures with Tribal governments, Tribal enterprise organizations and local stakeholders within the community to develop the administrative infrastructure necessary to implement Tribal Entrepreneurial Programs.
- Partner with financial institutions and granting agencies to help entrepreneurs secure funding.
- Provide fundamental and advanced consulting to help start, build, stabilize, and scale for-profit businesses. Plan, facilitate, and co-teach fundamental and advanced business education courses to adult and youth learners with variant levels of education and experience
- Other duties and special project as assigned.

The Small Business Development Specialist, as an employee of the South Puget Intertribal Planning Agency, is expected to collaborate, engage, and work closely with all SPIPA programs to fully support the Agency's Vision, Mission, and Core Values in accordance with all Agency directives.

Required Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform job duties at a high level.

- **Leadership Skills** – ability to influence, motivate, and elevate others to do more than they knew was possible as well as an ability to know when to lead and when to follow.
- **Entrepreneurial Path** – clear understanding of the path to take in order to innovate an idea, market the solution and realize a profit.
- **Interpersonal Relations** - ability to deliver exceptional customer service by exceeding the expectations of clients, stakeholders, and colleagues with every encounter.
- **Consultation/Advising Skills** – keen ability to effectively analyze, interpret, and coach clients from various industries on multi-faceted business concepts to a positive outcome that directs their path to success.

- **Presentation/Facilitation Skills** – ability to present, facilitate and lead small and large groups with varying level of expertise.
- **Personal Effectiveness/Time Management** - ability to strategically utilize time and resources to manage priorities, timelines, deadlines, and details under pressure, with accuracy, and to a high level of proficiency.
- **Technical Capability** –Strong proficiency in fundamental office and computer equipment as well as software programs such as Microsoft Office Suite, design software, CRM platforms and cloud-based software applications. Ability to speak the language of technology to effectively counsel and guide tech startups and connect them with available resources.
- **Teamwork Oriented** – ability to effectively align within a collaborative effort to achieve common goals and outcomes.
- **Adaptability** – ability to modify actions, direction or approach to changing situations and expectations in a respectful and professional manner.

Minimum Qualifications

- Bachelor’s Degree in Business Management or related field; or equivalent combination of education and job-related experience.
- At least 3 years’ experience starting, owning, operating and/or managing a business.
- At least 3 years’ experience with providing professional advising, consulting, or training services.
- One year experience working in a Native American community preferred.

Additional Job Requirements Include

- Must have reliable transportation, be able to operate a motor vehicle, have a valid driver’s license, and have the ability to travel.
- This job requires work-related travel, with occasional overnight stays to participate in business-related meetings. Occasional driving may be required.
- SPIPA is committed to providing a drug-free workplace for its employees and the communities it serves. This position requires successful completion of a pre-employment drug test.
- Pass a background investigation including confirmation of work experience.

Physical Abilities

Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; occasionally lifting medium objects generally less than 25 pounds.

Equal Opportunity

SPIPA is an equal opportunity employer. However, Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium Tribes, federally recognized Tribes or Alaskan Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

To Apply

Click on the link below to submit a SPIPA Employment Application, a cover letter describing how your qualifications align with this position, and a resume including three work related references.

<https://southpugetintertribalplanningagency.applytojob.com/apply>

Application screening will begin January 3, 2023. Open until filled

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