Job Opportunity: Business Development Associate

Do you want to help entrepreneurs succeed at making their business their livelihood -- put food on the table, pay rent, support the education of their children? **Do you want to make a difference in the lives of women, minority and immigrant business owners and their families?** If you’ve answered “yes” to these questions, then this job opportunity is for you! Come join us! Use your creativity to solve every day “make it or break it” challenges to businesses’ operations and finance. Work with a dynamic team of professionals with solid expertise in business development and financial coaching. All, while developing tangible skills in bookkeeping and accounting, marketing and business planning.

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is a 42 year-old community development corporation that focuses on economic development, affordable housing, and community organizing. Our programs and projects are developed and overseen with the active involvement of community residents, businesses, and organizations; because we believe that the most effective development includes the voices of the neighborhood.

JPNDC’s Small Business Services (SBS) has over 20 years of experience providing technical assistance, training and financing to local small businesses owned by recent immigrants, minorities and women. Core activities include the delivery of high touch high quality technical assistance and training to small businesses, and direct lending from JPNDC Microloan Fund. To date Small Business Services has facilitated the access to over $10M in capital for over 150 businesses.

The Business Development Associate will support the preparation of clients for 1-1 coaching by assisting the teaching of training workshops and by completing tasks that move clients through the business formalization process. The Associate will also provide technical assistance to JPNDC Family Child Care providers and assist the production of events for participants of the Small Contractors Success Initiative (SCSI).

**Job Functions**

*Complete tasks to prepare clients for 1-1 technical assistance.*

- Create business documents: financial statements, business plans, marketing plans, websites, flyers, social media posts.
- Maintain directory of resources: clients, partners, Boston businesses (corporations, anchor institutions) commercial spaces, legal services, incubators.
- Establish client referral exchanges: between clients and Boston businesses, among clients.
- Compile loan packaging documents.
- Other tasks as assigned by the SBS Director.

*Assist the teaching of SBS training workshops.*

- Support the SBS Director: Prepare curricula, conduct outreach, teach, write reminders and follow up emails, set up and clean up.
Provide technical assistance to JPNDC family child care providers.

- Support the Family Child Care Director and the SBS Director to design and facilitate training activities for family child care providers.
- Conduct surveys to identify technical assistance needs.
- Update business documents. Create and/or update business plans. Complete and submit applications, audits, and renewals for workers compensation insurance. Create and/or update contracts between the educators and their employees.
- Support the SBS Director: Provide information to create small business development curricula.
- Other tasks as assigned by the SBS Director.

Assist the production of events for the Small Contractors Success Initiative.

- Support the SBS Director: Prepare agendas, conduct outreach, facilitation, writing reminders and follow up emails, set up and clean up.

Qualifications/Experience

- Bilingual in English and Spanish **REQUIRED**.
- Bachelor’s, Associate’s, or current graduate student in business management, or a related economic development field (ex: Urban planning, Accounting, Marketing) **REQUIRED**.
- Demonstrated knowledge of financial computer spreadsheets and software applications **REQUIRED**.
- Ability to prioritize and work under pressure in a deadline oriented environment.
- Strong written and visual communication skills.
- Knowledge of popular education methodology.
- Strong commitment to social change.

Employment Terms/Compensation: Part-time: 25 hours per week. Salary is commensurate with experience, and includes prorated benefits. Able to work a flexible schedule, including occasional evenings and Saturdays. Opportunity to participate in the [MGCC Business Development Certificate Program](mailto:mgccbusinessdevelopment@jpnudc.org).

Email cover letter and resume to: cespinoza@jpnudc.org

No phone calls please. Positions open until filled.

**JPNDC is an Affirmative Action/Equal Opportunity Employer**