SMOC Financial Services Small Business Administrator

<table>
<thead>
<tr>
<th>Job Code (UFR):</th>
<th>620</th>
<th>Program/Department:</th>
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</thead>
<tbody>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
<td>Component: SMOC Financial Services</td>
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<td>Hiring $ Range:</td>
<td></td>
<td>Division:</td>
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<tr>
<td>Dated Created:</td>
<td>1/28/2016</td>
<td>Last Revision Date: 1/9/2020</td>
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<tr>
<td>Weekly Hours:</td>
<td>35</td>
<td>Funding Source:</td>
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**SUMMARY**

SMOC Financial Services (SFS) provides small business assistance through counseling, training and lending. The SFS Small Business Counselor will provide outreach to the community, direct counseling services. The Small Business Administrator will also maintain relationships with partner organizations. This position serves both the MetroWest & Worcester areas, with office space available in both and requires driving to meet with clients.

Cover letters and resumes for this position can be submitted on Indeed.com or at www.smoc.org/opportunities.php.

**PRIMARY RESPONSIBILITIES**

- Provide technical assistance to SMOC Financial Services clients, including assessment, guidance preparing business plans and financial projections, counseling on other small business needs, and referrals when appropriate.
- Work closely with the loan fund manager to determine suitability for financing, underwriting loans, and providing post-loan follow-up.
- Track activities in centralized database.
- Develop and sustain partnerships with partner organizations
- Attend & participate in engagement team meetings as requested and communicate effectively with clients and staff in other programs.
- Maintain confidentiality of client, employee and agency information in accordance with federal and state laws and funder requirements.
- Provide assistance gathering and compiling data needed for compliance with program/department, agency and/or funder requirements, as well as, SMOC policies & procedures.
- Represent SMOC Financial Services and the agency as needed
- Other duties as assigned.

**KNOWLEDGE AND SKILL REQUIREMENTS**

- Bachelor's degree related to business and/or experience operating a small business preferred.
- Strong organizational and planning skills.
- Ability to multi-task in a fast paced environment.
- Sensitivity to low income individuals.
- Excellent verbal and written skills.
- A high level of proficiency in computer applications such as MicroSoft Office (Word, Power point and Excel)
- Bi-lingual candidate highly desirable
- Should have reliable transportation, valid driver's license and meet insurance standards.

**ORGANIZATIONAL RELATIONSHIP**

- Directly reports to Loan Fund Manager.
- Direct reports of this position are none.

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PHYSICAL REQUIREMENTS

- Ability to drive
- Ability to read, write, and understand data
- Ability to ascend and descend stairs

WORKING CONDITIONS

This position will require working occasional weekends and evenings. As part of the responsibilities of this position, the SFS Small Business Counselor will have direct or incidental contact with clients served by SMOC in various programs funded or administered through the Executive Office of Health and Human Services. A successful background check is required.

Receipt

I, ______________________________, have read, understand and agree to the above job description. I understand the essential functions, qualifications, education, experience, and physical demands of the position and acknowledge that I am capable of performing all of the essential functions of this position without reasonable accommodation or I have informed you of my need for an accommodation. SMOC reserves the right to change any part of this job description, as circumstances require.

Signature______________________________________________________________
Date__________

Witness______________________________________________________________
Date__________

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