

Small Business Specialist

About the NDC: Codman Square Neighborhood Development Corporation is a grassroots community organization committed to developing affordable housing and fighting for racial and economic justice by building community power, especially of low- and moderate-income communities of color in Dorchester. Through developing resident leadership, organizing in the community, promoting economic mobility services, and advocating for local environmental justice, we build collective resident power to effect systemic change and transform society. As part of our team, you would be working with a diverse group of caring and hard-working people, doing meaningful work in our local community. Come join us!

About the Economic Development Line of Business: The Economic Development Line of Business includes key service and program functions that help Codman Square NDC support our community's vision for a stable and economically vibrant business district, abundant employment and business development opportunities for community residents, a well-prepared workforce, and the steady creation of assets and wealth among residents.

About the Position: The Small Business Specialist is the agency's primary provider of small business technical assistance, serves as instructor for small business development workshops, is the mail liaison with our small business constituents, and supports and empowers business owners to be active agents of change and advocate for the Codman square business district. The Specialist acts as the primary staff for communication and agency representation on issues relating to small business and organizations that support them. The Specialist collaborates with all CSNDC departments in these activities as appropriate, including the Organizing and Real Estate Development departments. The Specialist works in the Economic Development Department and is supervised/supported by the Director of Economic Development. This is a full-time position, at 37.5 hours in a week, hybrid with 3 days per week in our Dorchester office.

General Duties and Responsibilities:

- Conduct outreach and intake for technical assistance to small businesses.
- Assist in developing, implementing, and sustaining initiatives to address small business needs.
- Assess and identify the needs of small business owners and entrepreneurs and provide direct one-on-one technical assistance for a wide diversity of small business clients in research and development of business plans, marketing plans, market research, feasibility studies, loan and grant proposals/applications, and permitting and licensing.
- Provide referrals for loans, financial services, legal advice and other appropriate services, and work closely with staff at partnering referral organizations to follow up on the progress of clients.

- Develop, promote, and coordinate appropriate training opportunities for small business clients.
- Lead and manage special events related to business development and promotion including the Codman Square Jerkfest and the Holiday Craft Fair.
- Develop formal and informal partnerships with external organizations to better leverage and coordinate small business assistance resources.
- Serve as main point of contact and resource for small businesses in the Codman Square service area in identifying and assessing their needs/priorities on a range of small business development, and business district planning and development issues/activities.
- Engage with and organize Codman Square business owners and community stakeholders to advocate for increased public and private resources to support the Codman Square business district.
- Participate on relevant boards and committees pertaining to Small Business Development.
- Represent CSNDC at local small business events.
- Assist in fundraising for the economic development component, with an emphasis on supporting small business and commercial district development activities.
- Collect, perform data entry, analyze, and report on program administrative data and outcomes achieved, including new businesses started, financial or grants facilitated, businesses stabilized, jobs preserved, job growth, revenue growth, and workshop participation and completion.
- Perform other duties as relevant and assigned.

Qualifications/Skills:

The ideal candidate for this position will demonstrate the following qualifications, skills, and/or traits:

- Bachelors' Degree in Business-related field or equivalent experience with 1-3 years of experience in business administration, project management, providing technical assistance, as a small business owner/manager, or other relevant experience.
- Ability to work on-on-one with business clients and to develop and sustain relationships with a wide variety of merchants and members of the business community.
- Ability and willingness to listen, learn, and communicate effectively, both orally and in writing.
- Ability to manage multiple projects/tasks with a high degree of self-motivation, direction, and focus.
- Team player with the ability to collaborate with other diverse organizations, colleagues, and community residents of diverse socioeconomic and cultural backgrounds.
- Ability and flexibility to work in an evolving organization.
- Experience creating/analyzing financial reports.

- Digital literacy in Microsoft programs, advanced Excel and/or database skills desirable.
- Ability to work a flexible schedule, including some evening and weekend hours, as required by program outreach and service activities.
- Fluency in a second language highly beneficial (especially Spanish or Haitian Creole).
- Experience with economic development programs such as HUD, USDA, SBA, or Small Business Development service providers, highly desirable.

Salary: The salary for this position is \$60,000 to \$65,000, actual salary will reflect experience and qualifications. Benefits include paid holidays, vacation time, and sick/personal time; and employer-subsidized health insurance.

Reporting Structure: This position reports to the Director of Economic Development

The Selection Process: Please send cover letter and resume to: Keyna Samuel, Director of Economic Development, heather@csndc.com no later than 10/10/2023.

Codman Square Neighborhood Development Corporation is an equal opportunity employer. Local residents, bilingual/multilingual, people of color and women and members of the LGBTQ+ community are encouraged to apply.