

The Women's Initiative for Self Employment Seeks Engaging Small Business Trainers!

Are you interested in joining a team that helps women overcome social and economic barriers to success? WI is one of the largest micro-enterprise development organizations in the nation and is now celebrating 21 years of success! We specialize in business education and financial services for low-income, high potential women. We offer services in both English and Spanish. Training sites include San Jose, Concord, Novato, Oakland, Hayward, San Francisco, San Mateo, Alameda and Oakland. We are currently accepting resumes for contractor positions in **San Jose** and **Santa Rosa** sites only for the **Spanish program**. WomensInitiative.org

SPECIFIC DUTIES INCLUDE:

- 1) Facilitate an 11-week business management course in **Spanish** to increase participant knowledge of operations, marketing and financials. Assist clients with business plan development and writing. Facilitate personal empowerment classes to increase self-awareness. (WI Curriculum Provided)
- 2) Consult one on one with clients to augment the skills learned in the workshops.
- 3) Maintain accurate records on class participants and their progress in the course. Complete data entry and other required documentation in a timely manner.
- 4) Work cooperatively with other WI team members to provide exceptional services for our clients.
- 5) Participate in monthly program development meetings, professional development training and other events upon request.

REQUIRED EXPERIENCE & EDUCATION:

- Three years business ownership experience.
- Two years business consulting or training.
- Bachelor Degree in business or related field; MBA highly desirable.
- Fluency in Spanish

SKILLS/KNOWLEDGE:

- Strong training/facilitation skills; Adult participatory learning.
- Sensitivity to issues facing low-income women.
- Commitment to WI's mission.
- Ability to work on a team and independently.
- High level of integrity, professionalism and boundaries.
- Bilingual Spanish/English speakers highly desirable.

Please email a resume and brief cover letter highlighting your business ownership experience to smurillo@womensinitiative.org. Indicate your preferences for location.
Please no phone calls about this job!

Women's Initiative is an equal opportunity employer.