6/29/2022

Business Support Specialist, UAS 1144
LEEAF Program

Salary Range: $20.00/hourly

Work Schedule: This is a part-time non-exempt position giving roughly 10 hours per week. This position is not eligible for benefits. This is a grant-funded position, which expires on or before May 31, 2023 and is subject to renewal upon availability of funding.

Essential Functions:
The Business Support Specialist will work directly with entrepreneurs participating in the LEEAF Program to provide vital support as they grow their businesses. The primary goal of the position is to leverage your skill, talent, and knowledge to directly accelerate the progress of entrepreneurs in the LEEAF Accelerator cohort - known as LEEAF Leaders. Through your work and your own development as an economic leader, LEEAF Leaders will gain tools to grow revenue, access capital, and thrive as economic leaders. The position will be supported by all positions in LEEAF but supervised mainly by the LEEAF Director.

Responsibilities: The work may include additional projects assigned by supervisors, but the main work requires each Business Support Specialist to perform duties that may include:

- Attend LEEAF Trainings and collaborate with LEEAF Fellows & Staff
- Contribute to general LEEAF Leaders projects as needed
- Design intake process and deliverable schedule for LEEAF Leaders and Program
- Interview and assess LEEAF Leader needs
- Provide e-advising and drafting deliverables that include feasibility, financial, regulatory, and operational guidance, and technical assistance on the various aspects of starting and expanding a successful small business including, but not limited to:
  a. analyzing the specific business and industry data in finance, marketing, management and operations, providing guidance in the development of business plans and financial packages;
  b. calculating and interpreting historical and projected financial ratios;
  c. preparing pro forma cash flow and financial statements;
  d. troubleshooting to identify problems and areas for improvement;
  e. providing guidance on expansion to include employment requirements, foreign markets, government contracting, and technology commercialization;
  f. conducting quality-based assessments;
  g. and providing information on federal, state, and local regulations and programs,
  h. and providing guidance in loan packaging to pre-venture, start-up, or advanced stage existing businesses.

Qualifications - requirements
- Success in engaging a wide variety of stakeholders
- Experience participating in or partnering with the LEEAF program
- Experience working with diverse and minority communities as well as entrepreneurs of color
- Interest and ability in working in a multicultural/multiethnic environment.
The incumbent must demonstrate an interest or ability in working in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UAS. Failure to satisfactorily complete the background check may affect the application status of applicants or the continued employment of current UAS employees who apply for the position.

Review of applications/resumes will begin on July 5, 2022 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications/resumes are received. A cover letter and resume are required.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

Note: Cal State LA University Auxiliary Services, Inc. (UAS) follows the direction of the CSU Policy related to COVID-19 vaccination. See Vaccines FAQ for more information.

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