



PART-TIME SMALL BUSINESS DEVELOPMENT CENTER (SBDC) COUNSELOR

<p>Status: Part-Time Employee (Approximately 15-20 hours a week) OR Contract (work will be conducted primarily between 7:30 a.m. to 5 p.m. M-F and nights/weekends on occasion)</p>	<p>Location: In Office and/or Remote, depending on candidate. <i>Applicant's remote location should be in Johnson County, MO.</i></p>
<p>Wage: Based on experience</p>	<p>Relevant Continuing Education Available: Yes</p>
<p>Optional Benefits: 3% Simple IRA Retirement match</p>	

THE POSITION:

Are you passionate about helping small businesses succeed? Do you have experience in business strategy, marketing, and financial planning and enjoy educating others regarding business? If so, we have an exciting opportunity for you to help grow Johnson County!

JCEDC is looking for a part-time Small Business Counselor to join our team. As a counselor, you will work closely with small business owners to provide guidance, support, and advice on a wide range of business topics. You will help businesses develop and implement strategies to improve operations, increase revenue, and achieve their goals.

Responsibilities:

- Provide one-on-one counseling to small business owners
- Conduct research and analysis to identify opportunities for improvement
- Develop and implement strategies for business growth and success
- Assist with financial planning and budgeting
- Help businesses create marketing plans and branding strategies
- Provide guidance on legal and regulatory compliance
- Collaborate with other team members to ensure client success

Minimum qualifications & Requirements

- Bachelor's degree in business, marketing, or a related field
- 2+ years of experience in business strategy, marketing, or financial planning
- Excellent communication and interpersonal skills
- Strong analytical and problem-solving skills
- Ability to work independently and as part of a team
- Proficient in Microsoft Office or Google Workspace
- Experience in operating, managing and owning a business, training, and/or consulting are preferred.

THE ORGANIZATION:

Johnson County Economic Development Corporation (JCEDC) is a fast-paced, innovative, non-profit that leads economic development initiatives to positively affect business development, placemaking, entrepreneurship, talent development, and regionalism. Since 1995, the public-private non-profit corporation of JCEDC has cultivated a thriving, diverse economic development ecosystem within Johnson County and the region. Led by an active, forward thinking Board of Directors, JCEDC dedicates its resources to accelerating new and existing development projects that will align current and future needs with assets available.

THE CULTURE:

You will join the team of 3 JCEDC Staff members, both remote and in person, which prides itself on outstanding service and, teamwork. JCEDC provides a challenging and rewarding work environment and fosters creativity, collaboration, and expanding upon your talents and assets. No two days are ever quite the same which allows an opportunity for your expanding personal and professional growth. Your willingness to learn, engage, collaborate and grow as a team member will be needed, welcomed, and valued. JCEDC respects the commitments outside of work and offers flexible solutions to attend to them. We look forward to adding another strong, motivated member to the JCEDC team!

We offer a flexible schedule, competitive compensation, and the opportunity to make a difference in the lives of small business owners. If you think you are a good match for our organization, please submit your resume and cover letter with the subject "Small Business Counselor" to jobs@growjocomo.com.

For more information on JCEDC, visit www.growjocomo.com.

JCEDC is an equal opportunity employer and supports diversity in the workplace. It is the policy of JCEDC not to discriminate on the basis of race, color, religion, gender, sexual orientation, age, disability, ancestry, national origin, or veteran status in its activities or employment as required by law.