



**No Recruiters/Agencies and No phone calls**

**Microenterprise Business Trainer**

WiNGS, formerly YWCA of Metropolitan Dallas, operates a state-of-the art center for women, offering education programs, training and one-on-one financial coaching services that help women find their path to a better life. Through the Women's Enterprise Center (WEC), WiNGS provides a comprehensive microenterprise development program to female entrepreneurs. The Business Trainer is responsible for the coordination and implementation of the business training components. This position works closely with entrepreneurs, community experts, volunteers and staff. The WEC complements WiNGS' existing economic empowerment services and is integrated into service delivery; therefore, the Business Trainer must be able to work in a team-oriented, collaborative environment. **Frequently facilitates night and Saturday classes.**

**Primary responsibilities include:**

- Facilitate business education classes; including class preparation, presenting YW Business Training curriculum and creating an optimal learning environment
- Work one-on-one with entrepreneurs on issues related to starting a business, managing a business (including financial management, marketing, operations, etc.), and obtaining business capital.
- Collaborate closely with fellow Business Trainer, ensuring high quality standards and consistency for members.
- Work with staff and volunteers to coordinate use of business expert consultants; including scheduling, evaluations, and providing/receiving feedback.
- Enter and track all data in Efforts to Outcomes database and account for program and agency goals and outcomes.
- Complete tasks related to WEC operations, growth, and strategic planning.

**Desired Skills & Experience:**

- Bachelor's degree required; Prefer Master's degree in related or equivalent experience as owner/manager of a small business
- English/Spanish bilingual proficiency is desirable.
- Prior experience training or teaching diverse populations; experience training adults is preferred
- Experience working in a small business, or with small business owners
- In-depth understanding and mastery of entrepreneurial skills and small business management techniques, including financial management, financial statement preparation, marketing and sales, business operation optimization, technology integration, etc.
- Strong working knowledge of Microsoft Office Suites including Word, Excel, Access and Outlook

WiNGS offers competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WiNGS is an Equal Opportunity Employer.

For immediate consideration, qualified candidates should submit a resume via email to [jobs@wingsdallas.org](mailto:jobs@wingsdallas.org) or complete the employment application on our website at [www.wingsdallas.org](http://www.wingsdallas.org) and fax to 214.584.2313.

**About WiNGS:**

The WiNGS Center at Ebbys Place helps women become strong mothers, advocates for their own breast health care, financially secure, and successful in the workplace by providing resources and support. Join us in helping women find their path.

WiNGS Dallas | 2603 Inwood Rd. | Dallas, TX 75235 [www.wingsdallas.org](http://www.wingsdallas.org)

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