



No Recruiters/Agencies and No phone calls

Microenterprise Business Specialist

WINGS (Women in Need of Generous Support) operates a community space for women. Women come to WINGS to improve their financial skills, start a business, expand their career or receive parenting supports. The Women's Enterprise Center (WEC) provides a comprehensive microenterprise development program for hopeful entrepreneurs. The Business Specialist is responsible for the coordination and implementation of the business training components. This position works closely with entrepreneurs, community experts, volunteers and staff. WEC is integrated into WINGS Economic Advancement Program so this position must be able to work in a team-oriented, collaborative environment. **This position frequently facilitates evening and Saturday classes.**

Primary responsibilities include:

- Plan and implement business training strategies; oversee scheduling and logistics.
- Work one-on-one with entrepreneurs on issues related to starting a business, managing a business (financial management, marketing, operations), and obtaining business capital.
- Collaborate closely with fellow Business Specialists, ensuring high quality standards and consistency for members.
- Work with staff and volunteers to coordinate use of business-expert consultants.
- Utilize program database to track data, monitor and ensure program targets and goals are met.
- Assist in developing strategies for WEC operations, growth and evaluation.

Desired Skills & Experience:

- Minimum of 2-4 years prior experience working with microenterprise programs required.
- Bachelor's degree required; prefer Master's degree in related field or equivalent experience as owner/manager of a small business.
- Experience in e-learning and blended learning solutions desirable.
- Prior experience training or teaching diverse populations; experience training adults is preferred.
- Possess relevant knowledge and skills in small business development, including financial management, financial statement preparation, marketing and sales, business operation optimization, technology integration.
- English/Spanish bilingual proficiency preferred.
- 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 or complete the employment application on our website at www.wingsdallas.org and fax to 214.584.2313.

WINGS Dallas | www.wingsdallas.org

No Recruiters/Agencies and No phone calls