



No Recruiters/Agencies and No phone calls

Small Business Trainer

WiNGS is a nonprofit organization dedicated to empowering women, fighting poverty and impacting generations in Dallas. Through a tailored suite of innovative services, women build confidence and skills on their path to a new life as they start families, work toward financial security or start small businesses. The Women's Enterprise Center provides education, mentorship and resources to help women launch and grow their small business.

The **Small Business Trainer** is primarily responsible for the coordination and implementation of the training components for the Women's Enterprise Center. This position works closely with female entrepreneurs, community experts, volunteers and staff so must be able to work in a team-oriented, collaborative environment. Most business courses are taught in the evenings.

Frequent evening and weekend hours are required.

PRIMARY RESPONSIBILITIES:

- Develop and deliver high quality business training programs that are responsive to the needs of female entrepreneurs.
- Develop or oversee the production of training handouts, instructional materials and manuals.
- Coordinate course schedules 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; link members to community resources.
- Collaborate closely with fellow Business Specialists, ensuring high quality standards and consistency for members.
- Work with staff and volunteers to coordinate use of business content experts.
- Track data, monitor and ensure program targets and goals are met; create regular and ad hoc reports.
- Assist with marketing including community presentations and attending trade shows.
- Assist in developing strategies for Women's Enterprise Center growth including e-learning platforms.

ESSENTIAL QUALITIES & QUALIFICATIONS:

- Bachelor's degree and minimum 2 years training experience required, specifically with adult learners.
- Prefer experience operating or starting a small business or working with microenterprise programs.
- Possess relevant knowledge and skills in business development, including financial management, financial statement preparation, marketing and sales, business operation optimization, technology integration.
- Experience in e-learning and blended learning solutions desirable.
- Prior experience working with nonprofits or diverse populations preferred.
- Excellent oral and written communication skills; strong attention to detail and ability to complete work with a high level of accuracy and efficiency. Personal qualities of maturity, self-awareness, empathy, flexibility, cultural humility, and an exceptional capacity for team and community building.
- Commitment to innovation, excellence, and entrepreneurship. Open to testing and evaluating new ideas. Function as a proactive team player, with a willingness to support larger organizational goals.
- Strong working knowledge of Microsoft Office Suites including Word, Excel and Outlook.
- Ability to work flexible schedule, including evenings and weekends.
- English/Spanish bilingual proficiency preferred.
- Local travel may be required.

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.