

JEDC Business Consultant Position Description

About JEDC's Business Consulting Service

JEDC Business Consulting Service gives Juneau's small businesses access to experienced consultants at a reduced rate, which yields business growth and improvement, creates jobs, and improves the economy. JEDC uses internal and external consultants for this service.

About JEDC's Consultants

Qualifications:

JEDC seeks independent consultants with a minimum of five years of experience working with small businesses (fewer than 500 employees; >\$10 million in revenue). The consultant must have the ability to quickly develop a rapport with prospective clients, gain their trust, understand their business concerns, and develop a course of action that includes time estimates. Consultants must have experience working online with spreadsheet, database, and word processing software for the purposes of delivering services to the client and providing JEDC with project updates and client interactions.

Responsibilities:

- Gain a complete understanding of JEDC's Business Consulting Service, its processes, and the consultant's responsibilities within those processes.
- Work one-on-one with small business owners to evaluate their business needs and engage them to use JEDC's Business Consulting and Coaching Service.
- Complete the Action Steps within the Engagement Agreement and keep JEDC staff informed of client progress and concerns or potential changes in the scope of the engagement.
- Record client progress and meeting updates using online forms provided by JEDC within 24 hours of client activity.
- Retain all records and meeting notes within client files during each engagement, and return all client files to JEDC upon conclusion of each engagement.
- Maintain a professional and confidential working relationship throughout each engagement with JEDC's Business Consulting Service.

Knowledge, Skills, and Abilities:

- Required: Bachelor's degree in Business Management, Accounting, Finance, Human Resources, Organizational Development, or other business related degree.
- Highly recommended: Prior small business consulting experience based on experience as a small business owner or general manager.

Position requires an individual with high energy; strong organizational skills; ability to work cooperatively with other service providers; ability to successfully coordinate multiple priorities; strong decision making capability; and ability to work with individuals of different cultural backgrounds.

Interested parties should send a resume and cover letter to jobs@jedc.org.