



1140 N. Lamon Avenue
Chicago, Illinois 60651
westsideforward.org

BUSINESS ADVISOR

West Side Forward (WSF), a nonprofit community investment organization focused on creating social impact and community change on Chicago's West Side which includes Chicago's Austin, West and East Garfield Park, Humboldt Park and North Lawndale communities. West Side Forward is working to create economic growth opportunities and connect people to good jobs. At sufficient scale, these efforts will move our communities out of poverty, giving residents the resources that they need to transform the community and sustain it.

WSF major tactics involve:

- Creating jobs in the community and the larger region
- Preparing West Side resident for those jobs
- Connecting residents to those jobs
- Supporting residents once they are employed

Our vision of Chicago's West Side becoming an economically thriving community, with opportunities to increase income and wealth for local residents serves as the impetus for a hyper focus on building the local economy through small business development, training the local workforce and revitalizing neighborhood industrial development.

West Side Forward is seeking a Business Advisor. The Business Advisor is a full-time position and primarily works with existing micro and small business owners to improve business operations subsequently growing their businesses.

This position is responsible for understanding the environmental operating positions of various business types, and developing operationalization strategies to improve probabilities of business success. The Business Advisor will provide technical assistance and individualized counseling to business owners. Business Advisor will also be responsible for delivering weekly workshops virtually and at designated locations throughout the West Side of Chicago.

MINIMUM QUALIFICATIONS

A minimum of three years' experience in business ownership and working knowledge of business licensing. Experience with not-for-profit organizations and working in low-income communities is a plus. Ability to stay highly organized and motivated in a remote environment is required.

REQUIRED EXPERIENCE & SKILLS

- Experience teaching business, entrepreneurship, finance, management or marketing
- Experience facilitating online courses and coaching programs
- Advanced proficiency MS Office, G-Suite, presentation development and facilitation
- Demonstrate strong oral and written communication skills.
- High level of comfort working with web technologies and video conferencing.
- Ability to successfully navigate multiple projects simultaneously, to multitask and problem solve.



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HIGHLY DESIRED EXPERIENCE & SKILLS

- Knowledge of the full range of economic development, business development and business management methods.
- Experience with social media marketing and social media private group management (i.e. LinkedIn Groups and Facebook Groups).
- High level of comfort working with web technologies, video conference, messaging and social media.

WORK/LOCATION/TRAVEL REQUIREMENTS

West Side Forward, 1140 N. Lamon Avenue, Chicago, IL, 60651

Estimated 20-40% Travel Required

Early morning, evening and weekend hours will be required.

This position requires a minimum of 37.5 hours per week.

To apply submit resume to hr@westsideforward.org .