



1140 N. Lamon Avenue  
Chicago, Illinois 60651  
[westsideforward.org](http://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.

The Business Advisor is a full-time position and primarily works with aspiring entrepreneurs, small business owners and managers providing advising and personalized training to optimize their operations to grow their businesses. This role is responsible for understanding the operating landscape of small businesses in various industries and business life cycles to inform the developing operationalization strategies to improve probabilities of WSF client's business success.

The Business Advisor will leverage West Side Forward's network of resources and partners to engage experienced subject matter experts in supporting high need business areas. This role will be responsible for supporting the Illinois Small Business Development Center (SBDC) at West Side Forward related activities and outcomes within. Advisor will dedicate seventy-five percent (75%) of his/her time providing business advice and twenty-five percent (25%) in special activities.

The Business Advisor will provide a minimum of 630 hours of direct advising, deliver weekly workshops virtually and at designated locations throughout the west side of Chicago; required to track and assess related initiative outcomes for internal improvement and external reporting requirements; provide support as required in developing virtual learning platforms.

#### **SPECIFIC SBDC DUTIES**

- provide direct client advice assistance
- maintain client files with appropriate records included
- provide referrals to other appropriate Department of Commerce programs and business support agencies
- assist in the completion of monthly reporting
- research and developing material necessary for clients' needs
- assist in the production of promotional materials for center (e.g., flyers, newsletters, etc.)
- assist in the development marketing plans for training programs
- develop SBDC training programs and analyze impact on participants



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### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in business, economics, accounting, or equivalent field and working knowledge of entrepreneurship, and prior business ownership highly desired. Experience working for and with not-for-profit or government agencies engaged in community economic development and business assistance. Ability to stay highly organized and motivated in a remote environment is required.

### **REQUIRED EXPERIENCE & SKILLS**

- Three years' experience in business ownership, small business development or entrepreneurship
- Skilled in the use of computers and business-related software
- 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.

### **HIGHLY DESIRED EXPERIENCE & SKILLS**

- Proficient skills in use of computer technology that includes word processing and spreadsheets.
- 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 may (include includes limited out-of-state travel)

Full-time, salaried position and a minimum of 37.5 hours per week. Typical hours Monday-Friday 8:45 am – 5 pm. Early morning, evening and weekend hours will be required.

Salary \$45,000-\$60,000 annually; commensurate with experience. Benefits include 5 days PTO, medical/dental/vision/life insurance.

To apply submit letter of interest, current resume and three professional references to [careers@westsideforward.org](mailto:careers@westsideforward.org)