Small Business Consultant
Maryland Small Business Development Center Northern Region

Position is located: Westminster, MD
Salary Range $40,907-$49,088 and Benefit Package

Primary Responsibilities:
- Provide management and technical assistance to small businesses
- Package loans
- Client management via one-on-one counseling and client files
- Document client activities
- Maintain professional development

Duties:
- Provide management and technical assistance in areas of general business and some areas of business expertise, preferably retail development.
- Assist in preparing and presenting regularly scheduled seminars
- Input client information data into the SBDC database system
- Review business plan
- Perform outreach to meet the needs of an SBDC client and SBDC center
- Coordinate client consulting services with available resources; i.e. Team SBA, SCORE, Economic Development Office, etc.
- Complete all required program documentation and maintain complete client files and expense reports. Provide assistance to other counselors in your area of expertise
- Participate in required annual professional development program and re-certify qualifications based upon the Professional Development Certification requirements
- Ensure that the standards of counseling are consistently performed

Qualifications:
- Minimum of a bachelor’s degree and/or significant experience business development.
- Minimum 5 years of relevant business experience
- Interpersonal skills to interact with a variety of clients
- Excellent communications skills, oral and written

Knowledge and Experience
- Finance, marketing, cash flow, licensing, regulation, personnel, retail and the business start-up process for the state of Maryland
- Proficient in use of Microsoft suite of software
- Interviewing and interpersonal communication skills

Please send resume and cover letter to Amy Wallace Yingling amwallace@harford.edu