



ReEntry Entrepreneurship Development initiative (REDi) Business Coach Job Description

Business Ownership Initiative is REDi Business Coach provides high quality coaching to aspiring entrepreneurs and business owners who are currently incarcerated (soon to be released) or post release and currently in a work/reentry program. The Business Coach will help by analyzing situations and educating clients with regard to business plans, market feasibility and cash management.

Supervisor: REDi Program Manager

Responsibilities:

- Works directly with offenders (pre and post) and local service providers to implement program
- Provide direct one-on-one coaching and technical assistance to small business clients, which includes:
 - Working with client to complete BOI's Cash Management Tool
 - Developing business, marketing and financial plans
 - Providing resources and information on how to start or grow businesses, how to access procurement opportunities and getting registered to do business in the State.
 - Assisting businesses in the creation of marketing materials, recordkeeping systems and other tools necessary.
- Guide clients through the BOI micro loan application process and work with BOI Microloan Officer to determine BOI loan readiness.
- Help assess, organize and coordinate resources with entrepreneurs
- Facilitates small business workshops/trainings at partner sites
- Assists REDi Program Manager with curriculum development
- Record business successes and activities in client files and maintain and update client database

Necessary Skills/Qualifications:

- Must have an undergraduate degree or 3-5 years as fulltime small business owner. Preferred majors include business, finance, marketing, accounting, communications or management. Graduate degrees are a plus.
- Must be comfortable working with ReEntry population. Previous experience working with this population a plus.
- Must be self-motivated; comfortable working independently.
- Must have strong analytical and problem solving skills.
- Must be able to work in a team environment.
- Have the ability to relate to small business owners, regardless of professions.
- Have a strong interest in microenterprise or economic development.
- Ability to learn quickly and apply knowledge.

Interested parties should send resume and cover letter to nmetzger@businessownership.org

