



## Launcher Business Advisor (Bilingual)

710 North Lincoln Street

Wilmington, DE 19805

[www.westendnh.org](http://www.westendnh.org)

[www.launcherde.org](http://www.launcherde.org)

**About Us:** The Launcher Entrepreneurship Program, under the umbrella of West End Neighborhood House, is seeking a Launcher Business Advisor. The Launcher program provides training and technical assistance to entrepreneurs in various communities throughout the state of Delaware. The program offers in-class training, one-on-one business counseling in the area of start-up, business plan development, analysis and preparation of actual and projected financial statements and marketing.

**Position Overview:** A Business Advisor works closely with aspiring entrepreneurs and small business owners in Delaware to achieve their business goals through providing small group training, virtual and in-person workshops and one-on-one coaching. This person would provide direct consultation, occasional curriculum content delivery, and serves as a trusted advisor to entrepreneurs at any stage of their venture. This person is also seen as a key access point for a variety of entrepreneurship resources and connector to services at The Launcher Program.

**Nature & Scope of Position:** The scope of work for a Launcher Business Advisor would include delivering one to one business consulting as well as support during Launcher's Entrepreneur Training Program, "Plan It!" curriculum. We are currently seeking an advisor to support our Spanish speaking cohorts at the Wilmington and Bear locations. Our neighborhood partners and our training program are delivered within our priority neighborhoods where a majority of our resources are invested. This person would work closely with the Launcher Program Coordinator and Launcher Instructor to schedule and conduct one-on-one coaching hours as well as track data and create a project plan for businesses who require a higher level of service and support. Assistance can range from general advising to the identification, analysis, and resolution of specific business-related issues. The program's goal is to provide entrepreneurs and small business owners with the technical skills and resources they need to start, sustain, and improve their businesses.

It is expected that a Launcher Business Advisor will:

1. Attend all weekly training sessions taught on Tuesday and Wednesday evenings from 6-8pm and assist the Launcher Instructor with coaching and classroom management
3. Plan and conduct one-on-one coaching meetings with the entrepreneurs after graduation, number of hours per graduate approved on a case by case basis
4. Follow up with entrepreneurs to provide support and resources to assist current students and graduates in developing or expanding their business
5. Participate in the graduation along with the Neighborhood Partners and Launcher, and present certificates to the graduates.

6. Attend and participate in monthly Instructor and Business Advisor Meetings
7. At the end of each one on one coaching session, complete a written review for each entrepreneur's key business challenges, success and areas of need.
8. Submit time spent in class and in one on one sessions on a monthly basis through Launchers online system

**Qualifications:**

- Bilingual speaker who is proficient in Spanish and English
- A demonstrated track record of owning and/or operating a small business  
OR have a minimum of two year experience working with small business owners
- Preference will be given to business owners located within our service area or the community being served
- Strong written and oral communication skills
- Ability to work with people from a wide variety of backgrounds
- Experience working with adult learners and have a coaching mindset to support others
- Strong business acumen; preferably with strong competencies in marketing, sales, finance, management, and leadership
- Proficient in using a computer; experience with Zoom/video communication, MS Word, Excel, and Internet is a MUST
- Be available to work evenings and reliable transportation is a MUST

**Education Required:**

Must have at minimum High School Degree or Equivalent

Preferred Bachelor's or Master's Degree in Business or Equivalent Field

Current or former small business owner preferred

To apply please send your resume with a minimum of 3 professional references to  
KBowen@westendnh.org with a subject line: "**Launcher Business Advisor Resume**"

**Job Type:** Contractor, Seasonal, Part-Time (expected 15 hours per week)

**Salary:** \$50 per hour