



Launcher Class Instructor

710 North Lincoln Street

Wilmington, DE 19805

www.westendnh.org

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 Launcher Class Instructor works closely with aspiring entrepreneurs and small business owners in Delaware to achieve their business goals through providing training and one-on-one coaching. This person would provide direct consultation, curriculum content delivery, and serve 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 Class Instructor would include delivering Launcher's Entrepreneur Training Program, "Plan It!" curriculum. Training takes place at a neighborhood location within Delaware, to be determined by Launcher and its Neighborhood Partners. 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, Launcher Business Advisor and Neighborhood Partner to coordinate class schedule, track attendance, entrepreneur class fee management, and use of one-on-one coaching hours. 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 Class Instructor will:

1. Assist Launcher and Neighborhood Partner in selecting approximately 10 to 15 entrepreneurs for each training cycle in the designated neighborhood.
2. Utilize the Launcher Plan It! training curriculum (provided by Launcher) to deliver the training (12 sessions); mainly taught on weeknights for two hours, 1 evening per week.
3. Prepare all needed classroom materials for training, including any additional supplementary materials (reviewed and approved by The Program Coordinator and Launcher Program Director).
4. Schedule and conduct classes, workshops and one on one meetings with entrepreneurs for the duration of the training program cycle in collaboration with the Program Coordinator and Neighborhood Partner

3. Plan and conduct one-on-one coaching meetings with the entrepreneurs, 10 hours per entrepreneur (5 during the class sessions and 5 after the program)
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 Meetings
7. At the end of the training cycle and 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 bi-weekly basis through Launchers online system

Qualifications:

- 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
- 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
- Bi-lingual skills in Spanish preferred
- 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 in the class location preferred

To apply please send your resume with a minimum of 3 professional references to

KBowen@westendnh.org with a subject line: "**Launcher Class Instructor Resume**" or mail your packet to Human Resources, 710 North Lincoln Street, Wilmington, DE 19805

Job Type: Contractor, Seasonal, Part-Time

Salary: \$50 per hour