



## Position Opening Notice

### Small Business Development Center (SBDC) Business Adviser (Full-time)

#### College and Area Information

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic and highly skilled candidate to serve as a full-time SBDC Business Adviser. TBCC desires this position to support the College's core mission in providing access to quality education in response to the needs of the community while also supporting the Tillamook County goals of furthering the economic development of small businesses within the County. Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon. The county has a population of 26,000 and TBCC serves over 2,060 students per year.

#### Organizational Relationship

This position reports directly to the Director of the Tillamook Bay Community College Small Business Development Center (SBDC).

#### General Statement

The ideal candidate possesses the ability to build rapport and effectively provide one-on-one skilled business advising to current and potential business owners as part of the TBCC SBDC. Provide leadership to the business community through advising and business outreach resources.

#### Term of Employment

- Status: Exempt;

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- July 1- June 30; 249 day academic calendar.
- Other: Requires evening and weekend hours as needed.
- Leave: In accordance with current TBCC Policy 312 and corresponding regulations.

## Essential Functions

Business acumen to lead SBDC efforts in business training development, with a specialized focus on the Oregon Small Business Development Center Network (OSBDCN) Small Business Management (SBM) program, business advisory services, other business instructional services, and a range of small business economic development and entrepreneurial efforts and support.

- Provide confidential one-on-one business advising to small businesses to assist them with becoming more effective, sustainable, resilient, and profitable.
- Offer business advisory services across principle business functions, including business planning, design, strategy, operations, marketing, sales, financial management, operations, human resources, and other business functional areas.
- Deliver business advisory services across all stages of the business life cycle, with a primary focus on sustainability, resiliency, and expansion.
- Engage and expand business services with small business clients, identifying and establishing timelines with clients to ensure highest probability of success in meeting agreed upon client tasks, requirements, deadlines, and outcomes.
- Enter advising records and other information into OSBDCN, TBCC, and other management systems and applications, documenting activities with businesses served and recording advising sessions and other information.
- Use computer information systems and applications terminal to log in to e-mail; read and create e-mail messages; access the intranet system to find and complete forms and read institutional documents; access the internet and the College's web site; use the calendaring function of the College's email system; and utilize department specific data entry and/or work order software to facilitate departmental tasks and navigate the Oregon Small Business Development network.
- Have a work ethic and mentality that even though the advising is free and confidential, the time spent must be efficient and productive.

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## Duties and Responsibilities

- Assist in the design and implementation of targeted and timely SBDC approved training, seminars, workshops and other instructional business advisory services efforts. Assist in determining course outlines for training topics.
- Analyze business needs in service area categories. Recommend and develop solutions.
- Conduct presentations and facilitate meetings. Review training evaluations and other assessment data to measure the effectiveness of all learning and development activities.
- Assess the changing needs of small businesses throughout Tillamook County.
- Assist in the expansion of private and public sector initiatives to increase and improve program services. Participate in SBDC initiated business visits.
- Promote SBDC services throughout Tillamook County using effective outreach.
- Prepare and/or support the development of articles on small business management topics for publication in the SBDC monthly newsletter and regional periodicals.
- Prepare periodic reports on businesses served and services provided in support of SBDC grant requirements.
- Participate in the OSBDCN professional certification and other training programs. Adhere to OSBDCN and State of Oregon codes of ethics and all collegiate policies and procedures.
- Assist in directing part-time staff in the provision of business advising services for SBDC.
- Assist in facilitating SBDC business events, including committees, meetings, and special projects as required.
- Assist in the identification, pursuit, and preparation of industry, government, and/or not-for profit foundation and other organizational or individually-funded grants and other funding sources.
- Perform all other related duties as assigned.

## Required Qualifications

- Minimum five years practical business experience as an entrepreneur, business owner, manager, and/or consultant.
- Fast learner and self-starter with successful prior business advising experience.
- Familiarity with accounting, business administration, engineering, finance, human resources, management and information technology.
- General business operations knowledge and experience working within or understanding various industries (retail, contracting, services, food and agriculture, manufacturing, natural resources, and/or others).
- Ability to prepare, monitor, and report on operational and grant proposals, budgets, and submissions.
- Computer skills: Ability to maintain a working knowledge or relevant technology-based projects, including various devices and computer-based applications. Familiarity with Social Media platforms.
- Excellent organizational and interpersonal skills and verbal and written communication.
- Appreciation and respect for a diverse workplace and student population.

## Preferred Qualifications

- Prior experience as a small business owner with overall decision making responsibilities in managing the business including familiarity with strategic planning and change management.
- Experience and technical knowledge of basic accounting principles and financial reports (Balance Sheet, Profit & Loss, Cash Flow, etc.). General understanding of business Chart of Accounts, Budgets, and Sales Planning.

## Physical Requirements

- The successful candidate must have sufficient mobility and access to transportation to visit clients at their business sites and to attend meetings throughout Tillamook County regularly and to attend statewide meetings periodically.

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- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. General sedentary office work does require some moving around for brief intervals.

## Application Information

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to [patryan@tillamookbaycc.edu](mailto:patryan@tillamookbaycc.edu)

Applications may also be mailed to:

Tillamook Bay Community College

Attn. Human Resources

4301 Third Street

Tillamook, OR, 97141

To print application go to <http://tillamookbaycc.edu/tbcc-employment-opportunities/> and choose the staff application packet.

## Process and Timeframe

Position is open immediately. Applications will be reviewed on a first-come, first-served basis. Qualified candidates will be notified of potential next steps in the hiring process.

## Compensation and Position Availability

This is a 1.0 full time equivalent (FTE) exempt position. The position is open until filled.

Compensation: \$44,356 annual (\$22.27/hour) - \$47,058 annual (\$23.62/hour)

Excellent benefits are in accordance with Board Policy. Full employer paid PERS in accordance with Tillamook Bay Community College hiring policies and practices.

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