



Volunteer Position Description: Small Business Coach

Program Overview

For many individuals, self-employment and micro-business is the most feasible route to earning a living wage. Access to business training, capital and accounting assistance are all key to promoting the success of these entrepreneurs. Their achievements reduce poverty and support not only their own families but also the families of employees within their businesses. Furthermore, micro-businesses promote a diverse and unique business community. As these self-employed persons reinvest in their own community, the local economy grows in an organic and sustainable manner.

Responsibilities

As a Small Business Coach, you will have the opportunity to help your clients organize, start or grow their businesses. Coaches will often assist clients in the following areas:

- Keeping track of business income and expenses: What is the best way for this individual and this business to track expenses? Can mileage be claimed?
- Banking: Is a separate bank account needed for the business?
- Tax preparation: What's deductible, what's not and how can you organize it all?
- Anticipating federal tax payments: If the client had their federal taxes prepared at Foundation Communities' Community Tax Center and they owed money, they were provided with estimated tax payment vouchers for the upcoming year. Do those need to be taken into consideration when budgeting?
- Resources: What other resources are available to the client?

Skills

We require that our Coaches have at least two years of experience with managing or consulting for small businesses. Coaches need to be organized, sensitive and understanding of clients' various needs and life experiences. It's also important that our Coaches be empathetic and resourceful in approaching the unique issues that each client will bring to the table. Our best Coaches are able to deal equally well with numbers, people and new challenges.

Statement

In no more than 500 words, please outline your experience with small businesses and how you are qualified to serve as a Small Business Coach. Statements can be sent to Financial Stability Volunteer Coordinator Eliana Brant at eliana.brant@foundcom.org.