



Mission | PeopleFund creates economic opportunity and financial stability for underserved people by providing access to capital, education, and resources to build healthy small businesses.

Small Business Specialist I (Houston)

Job Description:

PeopleFund is seeking a well-rounded business generalist with strong relational skills to serve as a Small Business Specialist for our clients. This role will focus on providing small business owners and aspiring entrepreneurs with guidance and resource support through one-on-one business coaching and group education. The goal of coaching sessions is to serve to help entrepreneurs plan, execute, and scale business concepts. This Small Business Specialist will guide business owners in a variety of capacities to create real, lasting change by partnering on the macro, micro, and long-term goal of economic development (access to capital and job growth). This position reports to the Manager of the Training and Education Team.

Duties and Responsibilities Include:

- Support primary point of contact for technical assistance related contracts
- Provide business coaching, group training, and online training to business owners and aspiring entrepreneurs (capacity of up to 70 clients monthly)
- Works closely with the lending team to prepare potential borrowers to access capital through business plan and financial plan preparation
- Maintain a working knowledge of ongoing small business opportunities and resources
- Connect clients to professional resources in the community to help meet their business needs successfully managing and facilitating professional and client relationships
- Coordinate mentor pairings between existing clients and professionals in the mentor network
- Lead workshops and small business orientations for clients and partners
- Collaborate with resource partners in the Small Business Ecosystem on outreach, events, and workshops
- May be required to attend events and engagements both during normal working and outside of normal working hours
- Track set metrics for job evaluation and community impact monthly
- Maintain accurate records on cloud server
- Provide data to support the needs of grant and contract reporting, when necessary
- Other duties as assigned

Requirements:

- Bachelor's degree in business administration or a related field
- Located in the Houston area
- 1+ years of business startup experience
- 1+ consulting, coaching, or advising small business owners
- Experience managing partner, vendor, and contractor relationships
- Experience with compliance management
- Experience with client case management
- Proficient in Microsoft Office
- Ability to travel up to 50% of time
- ***Bilingual Required****

Professional Qualities

- Detail-oriented
- Flexible and adaptable to continuous change
- Able to manage multiple responsibilities within the role
- Meets deadlines in a fast-paced environment
- Willing to work remotely and autonomously, if needed
- Fosters strong team and interdepartmental communication
- Tech-forward
- Approaches work challenges with a positive attitude
- Helps to foster a culture of evaluation and improvement
- Skilled in technical writing and data management and has the capacity to manage administrative reports

Employee Benefits - PeopleFund provides the following benefits for employees:

- Medical, dental, vision, and life insurance coverage. PeopleFund pays up to 100% for employee only
- Paid time off and 12 paid holidays
- 401 (k) retirement plan with match
- Flexible Spending Account (FSA) and Health Savings Account (HSA) available for qualifying medical plans and expenses
- Dependent Child Care Spending Account available to employees who qualify
- Monthly cell phone allowance (if configured and used to receive and send PeopleFund calls and emails on personal device)

Standard Terms of Employment:

- Salary commensurate with experience
- Employment offers are subject to acceptable driving record, credit, background, and reference checks
- Work week time of 9:00am to 6:00pm, Monday through Friday. Exceptionally, may require support to events and meetings outside business hours
- Texas is an at-will employment state

To Apply Please Submit the Following:

- Resume
- Cover Letter - review the job description, indicating in your cover letter why this opportunity is important to you. PeopleFund is committed to staff development and the organization offers the selected candidate a unique opportunity to grow with it.

Applications will be accepted and reviewed on a rolling-basis.

To Apply go to: <https://peoplefund.org/employment/>

True to our Mission, PeopleFund is committed to recruiting and retaining a diverse staff, and to creating a respectful workplace anchored in a deep, shared commitment to diversity, equity, and inclusion: we are proud to be an equal opportunity employer. PeopleFund welcomes applications from all qualified persons, including underrepresented groups who can contribute to our Team's capabilities as we work together to meet the needs of underserved communities.