

**THE NEXT DOOR  
POSITION OPENING**

**Business Services Specialist  
Economic Development Services**

**Worksite Location:** Hood River or The Dalles  
**Work Schedule:** 20 hours/week  
**Salary Range:** \$15 -\$17 / hour DOE  
**Benefits:** Part Time Benefits Eligible  
**Reports to:** Economic Development Services Program Manager

***Our Mission:***

*Opening doors to new possibilities by strengthening children and families and improving communities.*

**Purpose of Position:** Assist in implementation of programs to deliver information, training and technical assistance to business owners and aspiring entrepreneurs within the Mid Columbia River Gorge region.

**ESSENTIAL JOB DUTIES**

Essential Function #1 (85% of time)

- Assist entrepreneurs as they begin their businesses by acting as a bridge to community resources and agencies, including IDA savings match applications.
- Assist community members to build financial capability through credit training and credit building program applications.
- Assist entrepreneurs with developing business plans
- Assist with record keeping and data entry - complete, maintain and submit in a timely manner all required forms, reports, and documents relating to activities carried out in the program.
- Assist in delivering trainings, including the Empresas course.
- Utilize 'Popular Education' methodology in facilitation of all educational programs to inform & empower community members.
- Maintain client confidentiality and professionalism in carrying out all the duties of this position.

Essential Function #2 (15% of time)

- Assist businesses with maintenance and expansion by connecting them to capital and providing coaching around marketing, customer service, human resources, licensing, venue needs, etc.
- Share information regarding other community resources such as food, clothing, housing, etc. with community members.
- Participate in a professional manner as a member of the EDS team and with other community agencies.
- Represent and explain programs of The Next Door to a variety of groups and agencies in the community.
- Participate in all required activities/trainings and staff meetings.
- Perform other duties as assigned.

This position has no supervisory responsibilities.

## ORGANIZATIONAL CORE COMPETENCIES

1. **Initiative** – Anticipates problems and proactively addresses issues; assumes responsibility for meeting personal goals and fulfilling requirements of the position. Comes forward to offer help even when tasks are not assigned specifically to them. Initiates and implements new projects or solutions; initiates communication as needed to move projects along or arrive at a solution.
2. **Problem Solving** – Able to take action in solving problems while exhibiting sound judgment and a realistic understanding of issues; able to use reason, even when dealing with emotional topics.
3. **Accountability** – Performs reliably and accepts responsibility for decisions. Is able to learn from incorrect judgement and capable of researching alternative solutions.
4. **Collaboration & Teamwork** – Actively participates as a member of a team to move toward the achievement of team or organizational goals. Uses diplomacy and tact, identifying the best style and approaches, given the audience and circumstances to reach common goals and group consensus. Develops positive and productive relationships as a representative of the organization.
5. **Adaptability** – Views change as necessary and positive; maintains effectiveness when experiencing changes in work tasks or the work environment; adjusting effectively to work within new structures, processes, requirements or cultures; can effectively cope with change; remains objective and is seen as balanced despite challenges or obstacles.
6. **Motivating and Inspiring Others** – Communicates a compelling and inspired vision or sense of organizational mission and values; talks about possibilities, is optimistic; brings people together and makes the vision shareable by everyone.
7. **Equity & Inclusion** – Embraces diversity of thought and lived experiences. Ensuring all people are safe and included by addressing implicit bias and not tolerating ‘isms.’ Treats all people with whom we work and serve with dignity and respect.

## QUALIFICATIONS

- Good written and oral communication skills in Spanish & English
- Bilingual in Spanish and English
- Ability to work well independently as well as collaboratively in a team environment
- Excellent communication skills - comfortable sharing information and speaking with groups and individuals
- Able to assume a flexible work schedule
- Able to be flexible and creative in the work environment and to coordinate multiple priorities
- Have own transportation and license to drive (mileage paid by program). Must have personal auto liability insurance sufficient to meet state requirements
- Proficient at using Microsoft Office tools including Word, Excel, Outlook and Salesforce or other database software

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **REQUIRED EDUCATION and/or EXPERIENCE**

- Accredited Associate's Degree in Business Administration or related field, or equivalent combination of experience working with entrepreneurs or in the financial capability field
- One or more years of experience in education, program management, financial capability, business development or related field

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work environment is in an office setting including cubicles and office spaces. Additionally, meetings will take place at partner organizations and settings will vary.

**The noise level in the work environment is usually moderate. This position will require travel to and from The Next Door locations and the communities we serve.**

### **Physical Demands of Position:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to be able to:

- Talk, hear, stand, walk, and reach
- Type, sitting or standing behind a computer, for several hours at a time
- Lift materials/equipment weighing up to 30 pounds.
- Operate general office equipment
- Use laptop, cell phone and/or other mobile device to exchange information within remote travel areas

### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The Next Door is an Equal Opportunity Employer, one that appreciates differences and creates opportunities for staff to interact with people who do not look like, talk like, think like, believe like, act like, or live like they do.

### ***Application Instructions:***

*We request you go to [www.nextdoorinc.org](http://www.nextdoorinc.org) to complete employment application and EEO data form. Submit both documents along with cover letter and resume to [recruitment@nextdoorinc.org](mailto:recruitment@nextdoorinc.org) or mail to The Next Door, 965 Tucker Rd, Hood River, OR 97031 or fax to 541-386-5440.*