

Position Title: Business Advisor

Reports To: Community Development Director

Duration: Regular Position

Hours: .5 FTE

Compensation: \$26,600 plus benefits: cell phone credit, hop pass, professional development opportunities, paid time off starting at three weeks per year, seven paid holidays annually, and flexible family-friendly schedule. Accrued PTO of 3 weeks per year prorated based on start date.

Consideration of candidates will begin immediately and continue until the position is filled.

About APANO:

APANO Communities United Fund (APANO) is Oregon's oldest and largest statewide Asian and Pacific Islander organizing and advocacy group, with a legacy of policy wins and innovative community programs. APANO is a 501c4 organization, and affiliated with APANO Communities United Fund, a 501c3 organization, to achieve our larger vision of a just and equitable world where Asians and Pacific Islanders are fully engaged in the social, economic and political issues that affect us. APANO's key strategies are organizing, leadership development, civic engagement and policy advocacy, and cultural work. We are organizing and uniting low-income, limited English proficiency, immigrant and refugee API communities, activists, and allies statewide in order to improve opportunities and prosperity for all Oregonians. We increasingly work at the intersections of oppression, are committed to shifting the balance of power, and striving for systemic change in solidarity with communities experiencing oppression.

About the Position:

APANO is looking for an individual who is passionate about working with and has strong cultural familiarity with the API community to guide entrepreneurship development and to elevate our community through economic empowerment. The Business Advisor is responsible for case managing community members that wish to own, develop and grow their own small business. This individual will join a growing, seasoned team of member-leaders and staff working to win concrete change in the lives of Asian and Pacific Islanders in Oregon, and the larger world.

Our ideal candidate has experience working within diverse populations, likes people and is great at guiding them through business process and connecting them with resources and experts. The Business Advisor reports to the Community Development Director, and has no supervisory responsibilities.

Position Responsibilities:

Business Advisory (75%)

- Ability to evaluate where a business in its lifecycle
- Provide services which include program enrollment, financial wellness coaching, business plan development as well as ongoing coaching
- Guide clients to access additional program to further their business, marketing and finance plan
- Work collaboratively with the program staff to ensure the participants reach their goals

Program Coordination and Data (25%)

- Recruit and outreach to local business owners
- Submit program activities to funders on quarterly basis
- Collaborate on workshops/ course around related topics
- Input data, maintain contractually required information database system to track client information

Qualifications:

The Business Advisor will have:

- Minimum 4 years of business entrepreneurship or relevant experience

- Self starter-ability to initiate client contacts
- Ability to work closely with individuals and community partners
- Highly organized, has extensive experience with tracking data and reporting.
- Sufficient written and spoken English proficiency to communicate thoroughly
- Strong communication skills, both written and oral, including public presentation skills
- Effective ability to navigate a personal computer, relevant software for word processing, calendaring, e-mail, data entry, and social media (Use of the Microsoft Office, Google products - Gmail, Google Docs, etc). Efficiently research and perform various tasks via the internet.

Preferred, but not required:

- Asian and/or Pacific Islander language proficiency, both spoken and written.
- Deep commitment to and vision for APANO's mission and strategic plan, including an understanding of the role of grassroots community organizing in social change and movement building.
- Respect for and demonstrated experience working with Asian and Pacific Islander activists, and a deep understanding of issues affecting Asian and Pacific Islander communities.

Physical demands and working conditions: Position is a mix of sedentary and ambulatory; regularly required to walk. Dexterity necessary to operate a computer with substantial repetitive motion of wrists, hands, and/or fingers. Able to lift and/or move up to 10-15 pounds regularly. The visual acuity to read and prepare/analyze data and figures. Ability to express/exchange ideas by means of the spoken word; perceive the nature of sounds at normal speaking levels with or without correction. Majority of work performed indoors. Local travel may be necessary. Some evenings and weekends may be required.

How to Apply

Only complete applications submitted by [Deadline] at 5:00 PM Pacific Time will initially be considered. Applications should be emailed as a single attached document (PDF preferred) to jobs@apano.org with subject title [Position Title.]

Complete applications include:

- Cover letter (1 page max) clearly outlining the specific skills, knowledge, and experience you bring to the job and how those are a good fit with the responsibilities of the position.
- A complete resume (2 pages max) detailing relevant experience, work history, education and accomplishments.
- If selected to interview, at least 3 references, including your current or most recent position, their name, title, email, phone, city and state information, and your relationship to them will be required.

For more information, please email questions to jobs@apano.org.

APANO and APANO Communities United Fund are actively seeking to increase representation and develop the leadership of women, LGBTQ people, people with lived experience of economic injustices, and other underrepresented groups, including diverse API communities, both within the organization and the broader racial justice movement in Oregon and API communities. APANO and APANO Communities United Fund are equal opportunity employers. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other legally protected classification.