

Urban League of Broward County

Job Description

Title: Small Business Legal Coach **Contractor**
Division/Team: Small Business Entrepreneurship Division (SBED)
Supervisor: Small Business Development Officer or as assigned
Revision Date: January 2020

Purpose of Position

A Small Business Legal Coach Contractor is ultimately responsible to coach the minority owned small business SBED clients on small business process, law and education. The coaching services are provided in six (6) week cohorts for each SBED client.

Essential Duties and Job Responsibilities

- ❖ Coach and educate individual small business owners in 1:1 and/or small group.
- ❖ Coach/define client needs, determines a strategy and develops a plan/proposal for delivery of the project including a client's internal process or function being modified for improved efficiency and effectiveness. May involve the recommendation to shift future performance to a third party.
- ❖ Create an action plan with goals for each client that are attainable within six (6) weeks.
- ❖ Ensure the small business strategies are legal, current and applicable for small businesses.
- ❖ Empower the clients with the ability to navigate through the essentials of legalese.
- ❖ Provide feedback on clients' development.

Requirements

- ❖ Bachelors Degree in Business Law; Legal Studies, Business, or related field.
- ❖ Attorney preferred
- ❖ Must be extremely knowledgeable with 5-7 years of small business and/or corporate business law experience.
- ❖ Must have a proven track record of ability to coach, train, and guide.
- ❖ Demonstrated knowledge and experience in small business development.
- ❖ Experience in managing with creative strategy/planning
- ❖ Ability to coach with comfort in bringing forward a strong point of view
- ❖ Tenacious attention to detail and ability to keep the clients on track.
- ❖ Ability to express ideas clearly in both written and oral communications.
- ❖ Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities
- ❖ Must have outstanding organizational skills
- ❖ Must have excellent presentation skills.
- ❖ Positive and team-oriented attitude
- ❖ Bilingual (English and Spanish or French or Creole) candidates is a plus.

Other

- ❖ Must pass a Level 2 background and drug screening.

Interested candidates must submit cover letter and resume to:

Hiring@ulbcfl.org

The Urban League of Broward County is An Equal Opportunity Employer