The Chinatown Service Center (CSC) is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, visit our website at [http://www.cscla.org](http://www.cscla.org).

**Position:** Business Counselor

**Open Date:** July, 2023

**Closing Date:** Until filled

**Pay Range:** $24.00 to $26.00 Per Hour

**Job Summary:** Support the economic wellbeing of Chinatown Los Angeles by focusing on small business support activities via group training or 1 on 1 small business services.

**Job Responsibilities:**

- Provide individualized support and business counseling to small business from the concept phase to start up phase to expansion phase.
- Help facilitate the creation of business plans and financial projections.
- Help troubleshoot and set up google and yelp pages with clients.
- Help prepare clients for grant and loan applications.
- Provide resources and referrals to clients.
- Outreach to clients via media, networking, outreach, site visits, community fairs, cross agency networks, and canvassing etc.
- Provide training via presentations.
- Design training, coordinate speakers, and create marketing material for training events.
- Stay up to date with relevant industry knowledge.
- Represent the agency and program in public.
- Build and maintain relationship with community, political, governmental, business agencies, organizations, financial institutions, and economic development authorities.
- Ensure program goals and objectives and completed in a timely manner including reporting requirements from all funding parties.
- Other duties assigned.

**Qualifications:**

- Bilingual, including ability to read and write, in English and Chinese (Cantonese and/or Mandarin) **required.**
A bachelor's degree or equivalent of 4 years work experience in relevant fields.
Competent in computer skills (Word, Excel, PowerPoint) and able to type a minimum of 40 words per minute.
Good organizational skills and ability to work independently with a high degree of accuracy, attention to detail and conformity to procedure required.
Good communication and interpersonal skills, including ability to coordinate and cooperate with others required.
Experience preparing written reports, correspondence and other documents required.
Word processing and data entry experience on Macintosh, Microsoft Word and Excel.
Must have valid California Driver’s License, auto insurance and available transportation.
Ability to work on weekends and evenings as needed.

Please send your resume to:
cschr@cscla.org
Subject: Business Counselor

Chinatown Service Center is a nondiscrimination equal opportunity employer.
Reasonable Accommodations are available upon request to individuals with disabilities.