



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 web site at <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.**