



Train. Coach. Support.

Economic Growth Business Incubator (EGBI)

Position Opening: Business Coach

Who we are:

Economic Growth Business Incubator (EGBI) is a nonprofit business incubator that believes that all businesses should be profitable, sustainable and an asset to the community. We provide training, coaching and support to aspiring and existing small business owners who face barriers to growing a successful business such as language, finances, and knowledge. All our services are provided in Spanish and English. We are agnostic about the types of business we work with, expecting the business owner to bring knowledge and experience in their chosen industry. EGBI works with clients living in Austin and the surrounding counties via in person or online meetings.

About the position:

The ideal EGBI Business Coach is a Spanish/English-speaking business professional eager to work with aspiring and existing life-style business owners to start or grow a business. The ideal candidate is an empathic, curious, and energetic business professional with demonstrated success in visioning and executing a business proposition; strong experience in one or more of the following: finance/lending, marketing, and business strategy/planning; experience as an instructor/facilitator of workshops; is organized and technology savvy. The position offers a flexible work schedule Monday – Friday and hybrid remote options. Some evening hours required. The position reports to the Program Director.

Essential Job Duties:

1. Leverage EGBI programming, tools, resources, and social capital to engage clients in a long term and business-supportive environment that leads clients to open new businesses and growth of existing businesses.
 - Manage client registrations and intakes to identify opportunities and next steps.
 - Manage logistics, facilitate, and instruct business workshops and workshop series.
 - Manage a portfolio of active clients, providing one-on-one business coaching, access to resources and networking opportunities.
2. Support marketing efforts to attract and retain clients.
 - Manage existing client marketing efforts to engage clients in EGBI programming and opportunities.
 - Outreach to community partners to offer introductory workshops and presentations.
3. Provide administrative support to maintain program data and reports for funders; and other duties as assigned.

Qualifications and Requirements

- Spanish bilingual/bicultural required
- Demonstrated success in visioning and executing a business proposition (e.g. business owner, program manager, volunteer effort, creative endeavor)
- Bachelor's degree desired. Experience may substitute.

- Demonstrated experience in 2 or more of the following:
 - Finance/lending,
 - Marketing,
 - Business strategy/planning,
 - Facilitating workshops and meetings.

Useful Skill Sets/Experience

- Experience as a business owner
- Supporting logistics for events.
- Tech Savvy and demonstrated interest in technology and social media as a resource for entrepreneurs.
- Experience building strong working relationships.
- Example of problem-solving ability.
- Able to build strong relationships with co-workers and clients.
- Curious, energetic

Benefits:

- Salary range: \$50,000 - \$58,000 per year.
- Significant employer contribution toward health insurance benefits coverage
- Employee Match/Contribution to a Simple IRA
- 2 weeks' vacation plus the week between Christmas and New Years Day
- 2 weeks sick per year
- 11 paid holidays
- Hybrid work environment and flexible work schedule.

To apply:

EGBI is an equal opportunity employer. This position is open until filled. Interviews will begin in August 2023.

Email to: admin@egbi.org

Subject line: Business Coach

Include a resume and a cover letter describing your interest in this position. No phone calls please.

Please visit our website for more information about us at www.egbi.org