



## **Business Training Instructors (Spanish and English)**

Start Up trains and supports entrepreneurs who have limited access to resources to help them create prosperity for themselves and their communities. Start Up's business training programs are offered several times throughout the year in English and Spanish. We are seeking instructors and consultants for our 2006 Training Program in the following areas:

- Personal Business Readiness
- Small Business Consulting
- Business Plan Writing
- Marketing
- Small Business Finance
- Personal Financial Management

### **Key Responsibilities:**

Our instructors and consultants play a central role in implementing our high quality training program, which is designed to meet the needs of prospective and current entrepreneurs who have limited access to resources. Our training classes are small and provide personalized support to clients.

Instructors and Consultants will:

- Teach clients the basics of operating a successful micro/small business using Start Up's established curricula and other business resources.
- Work one-on-one with business owners to set goals, leverage resources, and help them achieve profitability and efficient operations.
- Serve as a role model for aspiring entrepreneurs by sharing personal experience and expertise in successful business operation.
- Collaborate with Start Up in creating and following up on student assignments, monitoring student progress, providing feedback on the class, establishing class policies, and other tasks as assigned.
- Use a multifaceted teaching methodology that accommodates a variety of learning styles and [that](#) encourages maximum individual participation.

### **Qualifications:**

- Demonstrated ability to effectively advise small businesses. This could include:
  - Minimum of two years of experience operating a successful small enterprise *or*
  - Minimum of two years of experience developing business plans and/or consulting for small enterprises *or*



- Bachelor's or post-graduate degree in business administration with a concentration in finance, marketing, or operations and mid-to high-level business management experience
- Ability to evaluate feasibility of business ideas and tailor instructional activities accordingly.
- Demonstrated ability to facilitate interactive adult education classes with participants who have varying socioeconomic and cultural backgrounds and diverse learning styles.
- For Spanish speaking positions, fluency in Spanish is required and the ability to effectively teach business skills in Spanish in a professional setting.
- A commitment to the organization's mission and goals.

**Compensation:**

This is an independent contractor position. Compensation ranges from \$50-\$85/hour depending on the course and instructor qualifications.

Candidates who are selected for interviews will be asked to give a 10-minute presentation on a specific business topic.

Please send (by email or fax) your résumé, cover letter, and request for 10-minute presentation guidelines to:

Program Director  
Start Up  
1395 Bay Road, East Palo Alto, CA 94303  
Fax: 650.321.1025, E-mail: [jobs@startupepa.org](mailto:jobs@startupepa.org)

For more information about Start Up please visit <http://www.startupepa.org/>