POSITION ANNOUNCEMENT

Position: VtSBDC Area Specialist - Regional Advisor

One (1) year grant funded, full-time (32 hours per week), position
Exempt, VSC Grade 13, Non-Bargaining Unit

Location: Mobile; area of coverage: Southern Vermont.

Compensation: $25.00/hr., 32 hours per week. Non-Bargaining Unit benefits package.

Responsibilities: With two grant funded projects, the advisor will provide partner and resource networking services, training support and counseling to small business owners and perspective owners in southern Vermont where job losses have been realized and small business development will have a positive impact on the local economy.

- Provide counseling to clients about developing conceptual and physical products or services into commercial ventures through the ideation and creation of business models and how to validate each individual element within the business model without disclosing confidential information.
- Work with stakeholders to inform and coordinate advising services to meet the need of each group's constituents.
- Plan, identify and coordinate training programs.
- Provide counseling to convert the knowledge learned in validation of the business model into verbal elevator pitch, executive summary and creation of a fund-raising (pitch-deck) slide show to raise equity for their venture.
- Provide timely reporting and recording of activities to meet VtSBDC policies and Grant metrics.
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Qualifications: Bachelor’s degree plus five to seven years of relevant business experience or a combination of education & experience from which comparable knowledge and skills are required.
- Familiarity with Lean StartUp principles, Business Model Canvas, Customer Discovery, minimum viable product (MVP), value proposition (VP) and intellectual property (IP).
- Excellent computer skills including internet search, word processing, Outlook, PowerPoint and Excel.
- Excellent listening, strategy and training skills.
- Excellent customer service abilities.
- Excellent organizational and oral/written communications skills.
- Valid Vermont driver’s license required.

Starting Date: January 1, 2016 – December 31, 2016.

Application Deadline: Applications will be accepted until December 16, 2015.

To Apply: Submit a required Vermont Tech employment application, with resume and cover letter to: jobs@vtc.edu. Employment application is available on the VTC website: www.vtc.edu.

Vermont Tech strongly encourages applications from members of ethnic minority groups and other under-represented backgrounds. Vermont Tech is an Equal Opportunity Employer and a member of the Vermont State Colleges system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.