

Hispanic/Latinx Outreach Business Advisor (Part-Time,
Temporary, Non-Benefited)
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=252099>

Downloaded On: Apr. 24, 2025 5:55pm

Posted Jan. 24, 2025, set to expire Nov. 21, 2025

Job Title	Hispanic/Latinx Outreach Business Advisor (Part-Time, Temporary, Non-Benefited)
Department	Hispanic/Latinx Outreach
Institution	Central Oregon Community College Bend, Oregon
Date Posted	Jan. 24, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff Classified Staff
Academic Field(s)	Finance/Investment Management Graphic Design/Marketing Communications/Public Relations
Apply Online Here	https://apptrkr.com/5951901

Apply By Email

Job Description

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Position Title: Hispanic/Latinx Outreach Business Advisor (Part-Time, Temporary, Non-Benefited)

Classification Title: T1

Hourly rate, Stipend, or Load Unit : \$36 - \$40/hr based on experience

Open Until Filled: Yes

Position Type/Employee Class: Temporary PT Hourly

Instructor Status: Not applicable

Overtime Eligible: Non-Exempt

Campus Location:

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Bend

Primary Purpose

The Hispanic/Latinx Outreach Business Advisor is responsible for advising, training, and aiding entrepreneurs and small business owners whose native language is Spanish. The advisor will also assist in identifying other sources of expertise in the community to assist business clients with their specific needs. In addition, she/he will partner with local organizations, business technical service providers, and economic and community development agencies to articulate Latino program offerings, participate in a regional referral network.

Essential Duties and Responsibilities

- Provide business advising and problem solving to area businesses:
 - Meet with business owners and prospective business owners one-on-one.
 - Listen to business owner's specific problems and analyze the critical problems.
 - Provide recommendations and actions to be taken.
 - Create action plans, next steps and follow-up.
 - Refer clients to other sources of expertise in the community.
 - Facilitate referrals between clients and professional, technical, and government service providers.
- Grow COCC-SBDC's Hispanic/Latinx presence through growth of clients advised, courses offered, and programs offered.
- Partner with the director to translate Hispanic/Latinx business community educational needs into course offerings.
- Translate instructional and marketing material from English to Spanish.
- Teach a variety of courses in Spanish which may include, but are not limited to: Starting Your Business in Central Oregon, Empresas en Marcha (Businesses on the Move), Early Child Education Business Accelerator, CCB-Test Preparation. These courses may be taught in COCC classrooms, at partner locations or via video conferencing.
- Develop and revise training curriculum, marketing materials and business assistance tools, as needed.
- Provide community outreach and communications to the Hispanic/Latinx community in Central Oregon.
- Partner with COCC's Marketing and Public Relations department for appropriate Hispanic/Latinx

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- marketing communications e.g. social networking, Constant Contact email campaigns.
- Work with the director to develop and execute COCC SBDC Annual Workplan.
- Record all client interactions in the OSBDCN database within one week of meetings.

Marginal Job Functions:

- Learn of new and available business tools and resources.
- Attend community events on behalf of the SBDC.
- Attend webinars for professional development.

Knowledge, Skills, and Abilities

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- A broad knowledge of business issues and topics including finance/accounting, sales, marketing, operations and management.
- Ability to empathize with clients and quickly translate experience into practical advice.
- Ability to communicate effectively orally and in writing in both English and Spanish.
- Ability to prioritize activities and projects.
- Ability to match small business needs with available programs and resources.
- Ability to work with individuals of diverse economic, social and educational backgrounds.
- Available to occasionally travel around the district to meet with businesses on-site.
- Knowledge of basic office technology, computer software programs and the Internet.
- Ability to effectively use email, internet, word processing, and spreadsheets.

Ergonomic Requirements

Regular office hours are established between 8 am – 5 pm during the workweek. A flexible work schedule, including nights and weekends, may be necessary due to the nature of the responsibilities.

Incumbent must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature. Requires the ability to work at a workstation for extended periods.

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Requires to write, read written materials and computer screens, and ability to use telephonic conversations. Occasional lifting up to 25lbs. All individuals are required to perform essential functions with or without reasonable accommodation.

Minimum Requirements

Level 1:

- Bachelor's degree in business, finance, or related field.
- Ownership and/or operation of a small business.
- Bi-Lingual in both English and Spanish languages.

Level 2:

In addition to level 1:

- Master's in business administration or related field.
- 1-3 years of prior experience in business advising.

Level 3:

In addition to level 2:

- 4 or more years of prior experience in business advising.

Equivalency Statement

The College recognizes the value of skills and knowledge gained outside of formal higher education and paid employment. Applicants who do not meet minimum qualifications but present other qualifications or experience equivalent to those required will be considered and are encouraged to apply. To qualify under equivalency, applicants must indicate how they qualify under equivalency by responding to the supplemental question presented during the application process.

Preferred Qualifications

- Consulting or training experience with small businesses.

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- Specialized training in business development, economic development, community development, marketing strategies, government contracts/ procurement and/or e-commerce strategies.

EEO Statement

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCC's EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

To apply: <https://jobs.cocc.edu/postings/10976>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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