



Business Mentor

[Uptima Entrepreneur Cooperative](#) provides holistic and culturally relevant education, advising, and community to support diverse entrepreneurs in creating thriving businesses in service to their communities. Our programs support entrepreneurs throughout their journey of starting, planning, growing, funding, leading, and keeping their businesses in their communities. We are very different from other business support organizations – as a cooperative, entrepreneurs and workers are a part of a real community that shares in our profits and has a say in how our programs are run.

Position Description

Uptima is looking to fill Business Mentor positions with qualified individuals who share our vision, values, and commitment to creating a community of resilient, thriving entrepreneurs and businesses that are economically, socially, and environmentally just. At Uptima, you will perform within an innovative culture that's focused on redefining the field of entrepreneurship support by centering the experiences and needs of entrepreneurs of color and shifting how education, advising, and capital flow and support flow to our businesses. Ideal candidates should be passionate about supporting entrepreneurs of color, challenging traditional business support practices, and re-imagining the ways we do business to build a just economy for all.

Business Mentors support entrepreneurs in building their businesses through our Bootcamp and Academy courses. Each Business Mentor supports 3-5 entrepreneurs through customized one-on-one mentorship and facilitation of peer groups. In order to build strong relationships with the entrepreneurs, Business Mentors are also required to participate in the weekly class sessions. Mentors are also expected to participate in Uptima's annual training, weekly instruction calls, and quarterly all team meetings.

This is a part-time fixed contract position. Time commitment for the position is an average of 6-8 hours / week. Must be located in the San Francisco Bay Area or Boston.

Responsibilities

- Conduct weekly one-on-one mentoring conversations with each entrepreneur mentee via Zoom or phone
- Customize mentoring approach for each entrepreneur mentee by asking thought provoking questions, discussing relevant business building strategies, connecting with resources, and assisting in removing obstacles to business development
- Facilitate weekly peer mentoring calls with your group of entrepreneur mentees
- Ensure that the weekly peer mentoring calls are productive, each entrepreneur has a turn to receive and give feedback, and respond to any questions or concerns that arise on the call

- Complete entrepreneur outcome documentation and follow-up post mentoring calls
- Participate in the weekly class sessions
- Participate in weekly check-in calls with the Business Instructors and other Mentors regarding participant performance in your course
- Participate in weekly community of practice calls with other Business Instructors and Mentors across our locations to collaborate on improving the curriculum, mentoring model, and entrepreneur experience
- Participate in quarterly all team meetings to build community among the Uptima team and stay up to date on Uptima's strategy and programs

Qualifications

- Passionate about challenging traditional business support practices, disrupting extractive economies, and supporting new economic models that build community wealth for people of color
- Experience as a business owner starting and scaling a business with positive social impact in the San Francisco Bay Area or Boston
- Generalist business advising experience across disciplines of marketing, sales, operations, finance, human resources, organizational development, and leadership
- Experience advising social impact businesses / social enterprises
- Ability to break down business concepts into “bite-sized” pieces
- Exceptional interpersonal skills, collaboration, and service orientation
- Effective communication skills in written and verbal feedback, including active listening and the ability to deliver developmental feedback
- Strong planning, organizing and time management skills
- Can handle sensitive information with the highest degree of integrity and confidentiality
- Willingness to be authentic and vulnerable, and to support others in kind
- Experience working in the growth phase of startup or small business environment
- Proficient in Microsoft Office products, email, internet, and Moodle
- Bachelor's degree or higher
- Coaching certification is a plus
- Experience teaching as an adjunct / part-time business professor is a plus
- Must be able to participate in courses during late afternoons and evenings



This is a part-time fixed contract position. Depending in the length of the course, compensation ranges between \$262.50-\$525 per entrepreneur mentored. We offer flexible work schedule and learning opportunities through our entrepreneurship programs. All Business Mentors are required to participate in an intensive 6-week paid training to support the development of their own businesses and learn about our strategy and programs from January-February 2022.

Due to anticipated volume of responses, we will contact only those candidates who most closely share our vision and match our qualifications. Only local candidates in the San Francisco Bay Area and Boston will be considered.

How to Apply

Please send cover letter and resume to jobs@uptimacoop.com by **October 31, 2021**.

Uptima Entrepreneur Cooperative is an equal opportunity employer and prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, gender identity or expression, personal appearance, protected veteran status, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination against a person who is perceived to have any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. African American and People of Color are strongly encouraged to apply.