



## Business Instructor & Advisor

[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's Business Instructors & Advisors 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, our Business Instructors & Advisors 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.

The Business Instructor & Advisor role supports entrepreneurs in building their businesses through our entrepreneurship education and advising offerings. 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.

This is a full-time position within a cooperative work environment. Must be located in one of our locations (Oakland, Boston, or Chicago Metro areas) and able to work remotely with a national team.

### Responsibilities

***Instruction & Mentoring:*** You will spend 50% of your time supporting instruction and mentoring in our entrepreneurship courses. Each term, you will be the facilitate a series of courses between our Launch Your Business Bootcamp and Entrepreneur Academy.

- Maintain communications with entrepreneurs about course logistics
- Track course attendance and inform the business office of any changes to entrepreneur enrollment status
- Facilitate the course via Zoom in accordance with the specified learning objectives and session plan outline
- 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 via Zoom
- 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 weekly community of practice calls with other Business Instructors & Advisors across our locations to collaborate on improving the curriculum, mentoring model, and entrepreneur experience

**Business Advising:** You will spend 25% of your time supporting business advising activities in our small business pre-capital assistance, growth, and retention advising programs. Depending on the advising program, you will support up to 10 small business owners through weekly advising activities.

- In collaboration with the small business owner, develop an individual advising plans to support them in achieving their operational, funding, and social impact goals
- Maintain communications with small business owners about advising logistics
- Track weekly business advising session attendance and advising plan progress
- Conduct weekly one-on-one advising conversations with each small business owner via Zoom or phone
- Customize advising approach each small business owner by asking thought provoking questions, discussing relevant business growth or retention strategies, connecting with resources, and assisting in removing obstacles to business development
- Facilitate a bi-monthly peer support call with your group of small business owners
- Ensure that the bi-monthly peer group calls are productive, each small business owner has a turn to discuss their business development and challenges and receive peer feedback, and understand any trends in small business owner needs that arise on the calls
- Complete small business owner outcome documentation and follow-up post advising calls
- Participate in weekly community of practice calls with other Business Instructors & Advisors across our locations to collaborate on addressing small business owner challenges and needs, sharing resources, and improving our advising model

**Service to Cooperative:** You will spend 25% of your time in service to the cooperative, supporting the development of systems and processes that will ensure the quality and consistency of our entrepreneurship programs.

- Participate in weekly staff meetings to support collaboration and decision-making that affects our programs, operations, and finances



- Participate in at least one of our operational teams (e.g., marketing, enrollment, community management, fundraising, administrative, human resources) to ensure collaboration and interconnectedness of programs and operations
- Support promotion of our entrepreneurship programs
- Actively engage with our community of entrepreneurs through our online community group, community events, and skills workshops

## 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, a program manager or advisor for an entrepreneurship program, or in a capacity as a microlender for small businesses in your location
- Generalist business advising experience across disciplines of marketing, sales, operations, finance, human resources, organizational development, and leadership
- Experience advising creative and 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
- Desire to contribute to a cooperative workplace by participating in the development of processes and systems to support organizational effectiveness
- Proficient in Microsoft Office products, email, internet, Zoom, and online learning environments
- 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 teach courses during afternoons and evenings

This is a full-time position with a fixed salary of \$72,800 per year. We offer flexible work schedule, learning opportunities through our entrepreneurship programs, and potential to become a member-owner of our cooperative. All Business Instructors & Advisors are required to participate in an intensive year-long training on our strategy, programs, practices, and partnerships from January 2023 -December 2023. Start date is January 3, 2023.



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 in one of our locations (Oakland, Boston, or Chicago Metro areas) will be considered.

### **How to Apply**

Please send cover letter and resume to [jobs@uptimacoop.com](mailto:jobs@uptimacoop.com) by **November 4, 2022**.

*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 other People of Color are strongly encouraged to apply.*