



PROFESSIONAL POSITION DESCRIPTION

Position Title: Microenterprise Specialist

Department: ACWWC

Location: Multiple

Schedule: Monday through Friday, 8:00 am to 5:00 pm, with evenings and weekends as needed

Work Year: Full-time, Fiscal Year

Reports to: Microenterprise Development Program Manager

STATEMENT OF THE JOB: The Microenterprise Specialist is responsible for providing and coordinating microenterprise training, advising/coaching, and support to target populations which include adults in work/life transitions and individuals experiencing significant and systematic barriers to accessing resources and succeeding in Maine's changing workforce and economy, and for developing and maintaining resources and organizational partnerships that contribute to local and statewide microenterprise activities, interacting with community resources including financial institutions, economic development agencies, businesses, education, training and employment programs, and social service agencies. The position supports the overall mission of the organization to help adults succeed in the Maine economy and achieve economic security for themselves and their families.

ESSENTIAL FUNCTIONS:

1. Plan, coordinate, and deliver individual business start-up assessment, information, referral and on-going advising/coaching to participants engaged in business development.
2. Plan, coordinate and deliver microenterprise training including core classes and other shorter workshops, incorporating technology in the classroom and/or utilizing virtual/on-line resources.
3. Plan, coordinate and deliver asset building training and technical assistance including core classes and other shorter financial education workshops.
4. Coordinate and provide support for matched savings and other financial "products" (mini-grants and supportive services) as appropriate; participate and provide support to CA\$H Maine Coalition activities.
5. Plan and coordinate special events, conferences, public forums and new program initiatives, in partnership with other organizations and individuals as appropriate.
6. Establish and maintain effective linkages and collaborative working relationships with other local, regional and statewide microenterprise and business development organizations.
7. Establish and maintain records of participants and services and document within the MIS; maintain follow-through with participants and track progress, benchmarks and outcomes. Submit timely reports and other documents as required to supervisors, funders and other partners.



8. Work with Microenterprise Team, Communications and Development Manager, and other staff to develop and implement a marketing plan for microenterprise and asset building services.
9. Participate with the management team and the staff as a whole in developing and implementing the overall strategic plan, organizational goals, and objectives.
10. Participate in statewide task forces and special project teams in particular the Microenterprise and Asset Development Teams; attend regional and statewide staff meetings and in-service training.
11. Maintain timely information on small business trends, opportunities and microenterprise 'best practices'.
12. Perform other duties appropriate to the position as assigned.

Note: UMA reserves the right to change or assign additional duties as necessary.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

BUDGET RESPONSIBILITIES: Maintain expenditures within the budget allocated to the region and workforce and asset development activities and participate in local and statewide fund development. Understand the funding sources for this position and fulfill obligations to various funders including timely communication and reporting.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent oral and written communication skills; good customer service skills.
- Ability to work independently and as part of a team.
- Ability to organize and manage workflow, including attention to detail and deadlines.
- Knowledge or experience in small business operation and management.
- Personal financial capability.

REQUIRED QUALIFICATIONS:

- Bachelor's degree or the equivalent combination of education and experience.
- Experience and knowledge of group process, training, coaching, and adult learning theory and practice.

LICENSES/CERTIFICATIONS: None required.

DESIRED QUALIFICATIONS:

- Master's degree in related field (business administration, financial services) or equivalent experience as owner/manager of small business.
- One or more years' experience in micro-enterprise development training and advising.
- Understanding of business and economic development that contributes to economic security and addresses gender, racial, and other equity issues.



- Experience in computer applications, mobile technologies, and distance learning.
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WORKING CONDITIONS:

The individual in this position should be able to perform in the following working conditions with or without accommodations:

- Consistently work in an indoor setting
 - Work in an environment with quiet conditions
 - Occasionally need to move about the office or campus to complete tasks
 - Consistently sit at a desk and operate a computer and other office equipment
 - Consistently use their fingers and hands for keyboarding and use of other office equipment
 - Frequently communicate with others in person, in writing, over the telephone, or through video conference
 - Required to have close visual acuity to perform tasks
 - Occasionally exerts up to 10 pounds of force and/or a negligible amount of force frequently or consistently lift, carry, push, pull, or otherwise move objects.
 - Ability to travel to other locations as needed.
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For Human Resources Use

Date Approved: 07/09/2024

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Department Code: ACWWC

Job Family: 14 – External Services

Salary Band: 3

Unit: UMPSA

Position #: Multiple