Final July 19, 2012

Whitman Community Fellow Program

FELLOW POSITION DESCRIPTION

Name of Organization: Washington Small Business Development Center (SBDC)

Title of Fellow: Community Business Advisor

Proposed Hours of Work/Days of Week: 2 days per week, M-F, hours TBD

Supervisor's Name: Joe Jacobs

Mission of organization: The Washington SBDC promotes economic vitality within Washington communities by providing expert business advising, demand-driven training, and applied research to existing businesses and entrepreneurs.

Skills Required :

- Ability to work well in a team environment
- Self-starter with an ability to work independently when needed
- Marketing knowledge
- Working knowledge of Excel
- Communication skills—both oral and written

Duties/Responsibilities:

Training and guidance will be given to the selected Fellow, as needed, in order to be able to independently perform the following responsibilities by year end.

- Financial management and financial proposal development
- Development of comprehensive business plans
- Operating plans for management development
- Market development
- Organizational structure development
- Business loan package development

Major Expectations :

- Ability to protect and maintain Client confidentiality
- Work two five hour shifts per week
- Entrepreneurial spirit
- Desire to own or operate a business
- Ability to type 30 wpm
- Basic knowledge of Microsoft Excel

Student Fellows must be willing and able to work entire academic year, September 2012-May 2013 (except for Thanksgiving, Winter, and Spring breaks).

Email Resume and Cover Letter to: Joe Jacobs, joe.jacobs@wsbdc.org

---

Whitman Community Fellow Program

AGENCY CONTRACT

Name of Organization: Washington Small Business Development Center (WSBDC)

Address: 45 Terminal Loop Rd., Suite 4

Walla Walla, WA 99362

Supervisor: Joe Jacobs

Preferred contact (phone or email): joe.jacobs@wsbdc.org

Explain the Fellow's project responsibilities:

The Fellow will work directly with the CBA and local businesses and entrepreneurs in the development of business plans, marketing research, financial budgets, business loan packages and venture capital proposals. The Fellow will also assist in the creation of detailed budget forecasting spreadsheets to be used with start-up companies and other clients needing financials and ratio analysis to complete their business plans and loan packages. Additionally, the Fellow will have the opportunity to work closely with local companies in a growth and development phase and prepare business valuations of mature and mid-level companies offered for sale.

Explain how the supervisor will train/mentor/monitor the Fellow:

The training and mentoring goal of this position is to have the Fellow, with limited supervision, independently analyze and assist two or more small businesses achieve their objectives. Training will occur through the observation of actual business client sessions and community stakeholder meetings. These interactions will be followed by one on one sessions with the Fellow to analyze stated need vs. actual business need, tools and resources available and the development of a clear and actionable scope of work.

As the Fellow's supervisor, I agree to…..

*** Provide regular feedback (email, written, in-person) to Fellow**

*** Expose Fellow to larger Walla Walla community in which their project is situated (by attending meetings out of the office, introducing them to staff and community partners, sharing relevant readings and news, etc,)**

*** Provide the Whitman College Student Engagement Center with monthly total of Fellow's hours, as well as one paragraph per month about the Fellow's work on their project and other relevant information about their professionalism.**

*** Host the entire cohort of Whitman Community Fellows at my agency one time during the 2012-13 academic year for a presentation about our agency's role in Walla Walla.**

Supervisor's Signature_____ Date _____