



# MCS

## **LOAN COACH**

Organization contracted by the City of Los Angeles to provide technical assistance services to businesses seeks Loan Coach.

### **Job description**

Candidate will be trained to assist small business owners and entrepreneurs with practical technical assistance focused on managed growth and sustainable job creation through accessing small business loans. Candidate will meet with small business owners and microenterprises, conduct a needs assessment and formulate a plan of action to deliver core services.

### **Duties**

Duties will include:

- outreach to local entrepreneurs and small businesses
- conduct client needs assessments and formulate action plan
- facilitate workshops/webinars
- facilitate Los Angeles business licensing and permitting process
- preparing business proposals/presentations
- assist with procurement through LABAVN system
- advise with marketing/social media and website optimization
- preparing business owners/entrepreneurs for access to capital
- loan packaging and maintaining relationships with lenders
- cultivating referral source for any needs/services outside scope of expertise

Loan Coach will receive training and assistance from Senior Business Coaches as well as the Economic Development Director. Basic financial documentation and accounting knowledge is preferred. Candidates fluent in Spanish is preferred. Candidates with experience with business community in service area preferred.

**Bachelor's in Business Administration or related field required** (relevant experience may substitute for degree)

\$50,000 annual salary + benefits

Please submit Resumes to: [hr@mcslosangeles.com](mailto:hr@mcslosangeles.com)

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