



Title: Women's Small Business Program, Start Up
Business Management & Professional Development Instructor

Mercy Connections Mission Statement

Mercy Connections is an educational, values driven nonprofit organization living the legacy of the Sisters of Mercy, with an enduring concern for women. By compassionately nurturing self-sufficiency through education, entrepreneurship, mentoring and community, people are empowered to make significant life changes.

Accountability/Supervisor

Reports to the Director of the Women's Small Business Program

Summary of Responsibilities

The Personal and Professional Development (PPD) Instructor provides instruction and student support for the PPD module of the Start Up program. Position works closely with the Women's Small Business Program Director, Marketing Instructor and Finance Instructor to create a supportive classroom community, ensure consistent, meaningful opportunities for participants to attain education, prepare for business, and develop business skills.

FTE: Two 15-week cycles/year, Fall & Spring

FLSA: Non-exempt

Specific Responsibilities

- Classroom teaching of Personal and Professional Development module
- Presence at classes with content-related Guest Speaker
- Instructional preparation and training
- Weekly feedback on student homework assignments
- Student mid-cycle business plan reviews (up to 8 hours)
- Student end-cycle business plan reviews (up to 8 hours)
- Participation at graduation ceremonies
- Regular meetings of the teaching team as noted in the syllabus
- Coordination and collaboration among team members and Director
- Participation in program evaluation and refining activities
- Attendance at teacher team planning meetings
- Attendance at Mercy Connections orientation meeting (2-hour mtg)
- Participation in a weekly 30 minute teacher team meeting most likely by phone
- Availability to students by phone and e-mail as needed
- Represents the program and organization in a manner that inspires public confidence, models Mercy values and contributes to excellence and accountability

Desired Outcomes

- The diverse learning needs of Mercy Connections Women's Small Business Program (WSBP) participants are effectively supported in a well-organized, responsive classroom environment
- Participants will more confidently and effectively make informed decisions about business ownership in their lives
- Mercy Connections WSBP participants will acquire knowledge and skills in business operations, and personal and professional development
- The PPD Instructor covers all aspects of the business plan related to statement of purpose, business description, plan of operation, exit strategy, the executive summary, packaging and presenting your business plan, including pitching your business, along with personal development.

Requirements/Qualifications

- BS in Business or related field and/or 5+ years' experience
- Experience teaching and/or facilitating adults; knowledge of adult learning styles
- Strong teamwork skills, ability to co-teach
- Fluency in all parts of the business plan and synergy of our three content areas
- Fluency in all parts of small business and micro business ownership
- Computer and technology skills including email, Word and general Office applications
- Previous self-employment; enjoyment, enthusiasm and support for entrepreneurial aspirations of students
- Understanding of socioeconomic class, cultural norms, gender sensitivity, and trauma-informed practices
- Excellent communication and organizational skills
- Ability to create a safe, hospitable, and effective learning environment for adult learners
- Desire and ability to inspire and encourage others; demonstrate kindness and respect
- Sensitivity and respect for mission, Mercy values, and culture