



**Position:** Business Advisor  
**Organization:** Jewish Family & Career Services  
**Reports to:** Director of JFCS Navigate  
**Position Type:** Full Time  
**FLSA Status:** Exempt  
**Location:** Louisville, Kentucky  
**Website:** [www.jfcsloisville.org](http://www.jfcsloisville.org)  
**Salary Range:** \$35,000-\$40,000

Please submit cover letter and resume to [jobs@jfcsloisville.org](mailto:jobs@jfcsloisville.org)

Jewish Family & Career Services expands possibilities for each person and every family to meet life's challenges with confidence. We are guided by our Jewish values to ensure all in Greater Louisville live with dignity and purpose. Our core service areas include Career Services, Counseling Services, Family Strengthening, Jewish Life, Klein Older Adult Services, and JFCS Navigate.

#### **Our Values**

- ***Kavod:*** Respect for the undeniable humanity of each person.
- ***Chesed:*** Actions rooted in compassion and empathy.
- ***Kehilah:*** Connections that strengthen individuals and build community.
- ***Tzedek:*** Advocacy that fosters fairness and equity.
- ***Avodah:*** Service to others that has the power to repair our world.

#### **Duties and Responsibilities**

JFCS is seeking a Business Advisor who will provide business development assistance and marketing training to aspiring entrepreneurs in targeted population groups to start, grow and expand their business ventures. Primary focus will be to provide support services and strengthen skill sets through individual and group assistance with business plans, marketing strategies, industry research, financial forecasting, and operational planning. The Business Advisor will serve on the JFCS Navigate team and will report to the Director of JFCS Navigate.

The Business Advisor will manage clients/entrepreneurs to become ready for business financing through preparation of microlending applications and business modeling approaches. Through these program and training initiatives, the Business Advisor will cultivate long-term relationships with the new entrepreneurs. The Business Advisor will develop business training programs, including classes and workshops for small business owners to help guide their pathway to economic self-sufficiency. As part of the JFCS Navigate team, the Business Advisor will help create

and maintain external relationships with partner organizations and community leaders through outreach activities and support services provided.

### **Qualifications, Competencies and Characteristics**

- Undergraduate degree in business administration/management, communications and marketing or equivalent experience in a related field preferred, or equivalent combination of education, training, and experience
- Previous experience in microenterprise development or operation of a small business.
- Ability to work flexible hours, including some evening and weekends.
- A passion for the JFCS vision, mission and values and a desire to help “repair the World”
- Strong written and verbal communication skills, including the ability to make presentations and conduct engaging and interactive training programs.
- Experience with a broad array of business topics, to include business management, promotional and brand marketing, and financial forecasting/planning.
- Demonstrated ability to analyze business trends and data to determine potential opportunities.
- Excellent organizational skills and ability to prioritize and manage shifting priorities.
- Solid working knowledge of Microsoft applications.
- Bilingual a plus.
- Adhere to strict confidentiality of constituent information
- Effectively operate typical office equipment (telephone, computer, fax machine, copier, mail machine, etc.)
- Other duties as assigned

**Supervisory Responsibility:** None

**Travel Requirement:** Occasional local travel

**Pre-Employment Requirements:** Satisfactory completion of a pre-employment background check.

JFCS welcomes people with a growth mindset to our team and in return offers a generous and comprehensive compensation and benefits package including paid annual leave and sick time, medical and dental insurance, 403B, life, short-term and long-term disability insurance and generous paid holidays.

Jewish Family & Career Services IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate against any person or group of persons on the grounds of race, ethnicity, age, color, religion, sex, national origin, sexual orientation, gender identity, veteran status or physical or mental disability as defined by Title VII of the Civil Rights Act of 1964; 1991 Civil Rights Act amendments; The Americans with Disabilities Act; the Age Discrimination in Employment Act; the Kentucky Civil

Rights Act; or in any manner prohibited by the laws of the United States, the Commonwealth of Kentucky, or local ordinance, in the recruitment, selection, promotion, evaluation or retention or any terms and conditions of employment for employees or volunteers.

The employee is expected to adhere to all company policies while employed. Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.