



## **WOMEN'S SMALL BUSINESS PROGRAM INSTRUCTOR JOB DESCRIPTION**

<b>Title:</b>	Instructor
<b>FTE:</b>	Average 5-10 hours per week during the semester which runs from August 24 to December 2, 2021
<b>FLSA:</b>	Non-exempt
<b>Pay Range:</b>	\$2,800-\$3,500 per course

### **About the Organization**

Mercy Connections, a community-based, multi-cultural, education and social justice agency, provides opportunities for people to pursue their goals and achieve better lives. We educate, match needs to resources, transcend barriers, and embrace radical inclusion in a vibrant community. Mercy Connections started in 2001 to carry on the higher education legacy of Trinity College. Today, Mercy Connections' programs and classes support re-entry for women coming out of prison and educate adults who are focused on well-being, academics, job readiness, business ownership, and US citizenship.

**Accountability/Supervisor:** Work as part of a teaching team and with the Director of Women's Small Business Program.

**Supervisory Responsibilities:** N/A

**Position Summary:** The Start Up Instructor is part of a three-person instruction team for the Start Up business planning course. The course delivers online instruction to a cohort of students learning to start or enhance a business. Students will complete a thorough business plan by the end of the course. The Start Up Instructor provides specialized business planning instruction and general support to students throughout the semester. This instructor works closely with the Women's Small Business Program Director and other Start Up instructors to provide high quality education in their area of expertise, create an enriching, supportive classroom community, and ensure consistent, meaningful opportunities for participants to learn new skills and prepare for the launch or expansion of their business. Instructors will teach independently as well as team-teach some classes when appropriate and as noted in the syllabus.

### **Essential Functions**

- Teach specific module of curriculum based on area of expertise (Finance, Marketing, or Operations).
- Plan and prepare topic area curriculum and class materials prior to each session, participate in ongoing program evaluation, planning, and refining activities.
- Work with instructor team to edit and finalize curriculum prior to each semester.
- Work with instructor team to develop class schedule/syllabus prior to each semester.

- Teach classes according to schedule each semester (approx. 20-25 hours classroom time, 110-130 hours total including student support, meetings, plan reviews, etc.).
- Attend weekly instructor team meetings (currently on Zoom).
- Assign and review homework according to schedule, provide students with thoughtful, timely feedback throughout semester.
- Monitor instructor email address and online communication channels (ex: student communication in online classroom, team communication in email and/or Slack) and respond to students and staff within 48 hours during business hours for routine inquiries, or sooner for time-sensitive inquiries.
- Participate in special events such as Resource Night, Alumni Night, graduation, and other “all staff” dates on syllabus.
- Review student business plans and collaborate with instructor team on feedback for students.
- Participate in student 1-1 feedback sessions with instructor team.
- Represents Mercy Connections in a manner that inspires public confidence, models Mercy values and contributes to excellence and accountability.
- All employees are expected to perform other duties as may be assigned from time to time, to meet the needs of the organization.

**Qualifications** (or equivalent combination of education and experience)

- BS in Business or related field and/or experience as a business owner.
- Extensive knowledge of topic area of expertise (Business Finance, Operations, or Marketing) with a focus on startup and micro businesses.
- Fluency in all parts of the business plan and synergy of our three content areas.
- Previous experience writing and reviewing business plans highly desired.
- Extensive knowledge of the entrepreneurial landscape and small/micro business ownership.
- Experience teaching and/or facilitating adults; knowledge of adult learning styles.
- Ability to work evenings and/or occasional weekends as outlined in the syllabus.
- Reliable computer (not a mobile device) and strong, stable internet connection capable of accommodating online video meetings.

**Required Skills/Abilities**

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Demonstrated analytical and project management skills required.
- Ability to prioritize tasks and work independently.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficiency with Microsoft Office and Google Suite applications, Zoom, and generally comfortable with web-based applications. Willingness to learn new tools where needed.
- Strong teamwork skills, ability to team teach and work well with other team members.
- Understanding of socioeconomic class, cultural norms, gender sensitivity, and trauma-informed practices.
- Ability to create a safe, hospitable, and effective learning environment for adult learners.
- Ability to accommodate a variety of learning styles.
- Desire and ability to inspire and encourage others; demonstrate kindness and respect.
- Sensitivity and respect for Mercy Connections mission, values and culture.

**Physical Requirements**

- Prolonged periods sitting at a desk and working indoors on a computer.
- Must be able to lift up to 15 pounds at times.

**Travel**

- In-person instruction, when required, takes place at Mercy Connections in Burlington, Vermont. Employee is expected to use their own means of transportation.

**Remote Work**

- Employee will be expected to work remotely for the foreseeable future due to risk of COVID-19 exposure and transmission.
- Post-pandemic, remote work requests will be reviewed and considered in accordance with 21 V.S.A. § 309.

**COVID-19 Precaution(s)**

- Social distancing guidelines in place.
- Sanitizing, disinfecting, or cleaning procedures in place.

**Additional Information:**

Application materials must include a resume and a letter of interest (cover letter) specifically addressing the desired qualifications.

Mercy Connections is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All members of the Mercy Connections community are valued as individuals.