



## **VOLUNTEER JOB DESCRIPTION**

### **MICRO-ENTERPRISE COACH**

#### General Description

The Micro-Enterprise Coach supports refugee and immigrant micro-enterprise entrepreneurs in their quest to start or strengthen small businesses that will help them provide for their families financially and thrive as newcomers to the United States.

#### Specific Duties

- Teach skills needed to succeed with the chosen micro-enterprise of the matched entrepreneur (product, marketing, inventory, financials, customer service, technology tools, etc.)
- Review business plan and provide guidance to strengthen or adapt it to changes in the market.
- Help keep entrepreneur on track with their budget and financial goals.
- Help entrepreneur keep track of documentation, licensing, taxes and other requirements for running a micro-enterprise or home-based business.
- Provide general advice and guidance to help the refugee entrepreneur be successful in the long-term and avoid pitfalls.

#### Qualifications

- Cultural understanding and passion to serve refugees and immigrants.
- Knowledge of and experience with successfully managing a small business or providing consultation to small business owners. (Thrive can provide training resources to the volunteer if requested).
- Good listening as well as teaching skills.
- Willingness to meet regularly with a matched entrepreneur to provide coaching and guidance. Minimum commitment is monthly one-on-one, in-person coaching for six months.

#### Next Steps

- Complete volunteer onboarding process with Inspiritus, including successfully clearing a background check. Contact: John Arnold, john.arnold@weinspirit.org.
- Connect with Thrive Community Lending staff to get matched with a refugee entrepreneur.
- Report volunteer hours regularly to Thrive Community Lending staff members.
- Report any challenges or needs to Thrive Community Lending for follow up or referral.