

# Maui Economic Opportunity, Inc.

## Job Description

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**Job Title:** Hawaii Wildfire Recovery Business Development Specialist  
**Department:** MEO Business Development Center  
**Reports To:** Director  
**FLSA Status:** Non-Exempt  
**Date:** October 2024  
**Pay Grade:** S19

### **SUMMARY:**

Serves as an instructor for Adult and Teen Financial Literacy training and classes to help individuals withstand the financial impacts of natural disasters and prepare youth for financial independence. Provides training and technical assistance and assists with financial counseling.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Regularly exercises discretion, independent judgment and decision making while performing duties and responsibilities.
- Promotes the program and recruits clients.
- Serves as an instructor for Adult and Teen Financial Literacy training.
- Provides training and technical assistance or make referrals in matters pertaining to financial literacy, business planning, financial forecasting, understanding profit and loss statements, credit repair and more.
- Conducts one-on-one or group informational meetings to establish eligibility and need.
- Assists with marketing the program through community outreach, virtual presentations, advertising, social media, and public presentation.
- Assists with implementation of Customer Relationship Management (CRM) Software for MEO Business Development Center
- Maintains a high level of customer service ensuring that client's needs are met.
- Understands, follows and supports all safety policies and programs.
- Regular attendance.

### **NONESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs other duties as needed.

### **SUPERVISORY RESPONSIBILITIES:**

- None

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Working knowledge of public speaking and adult learning techniques.
- Working knowledge of community resources and functions of other related financial institutions.
- Working knowledge and understanding of financial lending.
- Working knowledge of reading and interpreting credit reports.
- Working knowledge of collections.
- Working knowledge of community resources and functions of other related financial institutions.
- General understanding and knowledge of a Microenterprise program.

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- General knowledge of small business development, to include, but not limited to: developing a business plan and projections.
- General understanding of financial and, management reporting, financial planning, and grant writing.
- Excellent interpersonal skills, which include verbal, written, listening.
- Ability to instruct, motivate, and advise clients.
- Organized, detail and tasks oriented, and the ability to prioritize workload.
- Cooperative, polite, and team player.
- Ability to establish working relationships with appropriate community agencies.
- Ability to interact with and support a cultural and ethnic diverse community.
- Working knowledge of basic computer applications including desktop applications and data entry.
- Available to work flexible days and hours, including evenings and weekends.

### **EDUCATION and/or EXPERIENCE:**

- Bachelor's degree from four-year College or university in Business Administration or a related field, and one year related experience working in a similar position, or equivalent combination of education and experience.

### **LANGUAGE SKILLS:**

- Ability to read and interpret documents such as credit reports, grant regulations and instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively one-on-one and before groups of clients and the general public.
- Bilingual preferred.

### **MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **REASONING ABILITY:**

- Ability to apply sound judgment to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to diffuse agitated clients in stressful situations.
- Ability to interact, relate and have compassion for persons with poor credit or no credit history.
- Ability to handle many projects at a given time.
- Ability to perform well under pressure.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid driver's license and access to an insured vehicle.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable

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individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Occasionally exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions.
- The noise level in the work environment is usually moderate.