

Position Title: Business Outreach Consultant

Application Instructions:

Email a cover letter and resume to Shoreline Chamber of Commerce Economic Development Committee Chair, Paul Barrera, paul@northcitylaw.com.

About the Chamber:

The [Shoreline Chamber of Commerce](#) supports the Shoreline business community through networking opportunities, business education, and partnerships with nonprofit and public agencies.

Position Summary:

The Shoreline Chamber of Commerce is looking for an energetic person to serve as its ambassador to the local business community as a Business Outreach Consultant. The Consultant would cultivate ongoing relationships and understand local business needs in light of the challenges of COVID-19 by contacting and engaging small businesses throughout Shoreline, making service referrals for economic relief, and preparing summary reporting on. The ideal candidate would be driven, self-motivated individual who wants to see Shoreline thrive. The position begins as soon as possible, with an initial report submitted by October 15, and would conclude by August 31, 2022, with the possibility of a renewed contract. Compensation is \$55,500.00 total, payable upon successful completion of project milestones. Meals and travel are at the ambassador's sole cost.

Consider applying for this position if you want to:

- Engage Shoreline business owners and managers to understand how they have responded to COVID-19
- Help sustain a robust and equitable regional economy
- Work in an entrepreneurial environment with a chance to influence the trajectory of future programs
- Develop meaningful and lasting relationships with regional businesses and communities
- Satisfy an innate curiosity about the inner workings of business, industries, and regional economies

Key Responsibilities and Deliverables:

The Business Outreach Consultant will help support the City of Shoreline in identifying areas of need to support the Shoreline business community.

- Cultivate ongoing relationships and better understand local business needs especially in light of challenges of COVID-19 and economic recovery.
- Contact small business owners and managers including:
 - Businesspeople who are Black, Indigenous, or People of Color,
 - Located in (or seeking) ground-floor commercial spaces within mixed-use buildings,
 - Located in one of the City's commercial zones,
 - Office, health, and other employers that add to the daytime population in the City, and
 - Home-based businesses.
- Make resource referrals to services like the SBDC, CDFIs, grants, and other relief measures.
- Arrange, conduct, and document at least five (5) meetings per week with Shoreline businesses utilizing the Synchronist interview/platform to grow City of Shoreline business database <https://blanecanada.com/synchronist-suite/>.
- By September 1 as well as the first of each successive month thereafter, complete twenty (20) meetings with Shoreline Businesses including data entry into database.
- By October 15, submit Local Business Support: Outreach, Recovery, and Retention report summarizing survey findings and recommendations for next steps.

Skills and Qualifications:

An ideal candidate has:

- Experience working with business leaders and managers
- Experience in and/or knowledge of private sector and business practices in regional target sectors; experience working with main street businesses
- High level of critical and creative thinking with a demonstrated ability to produce tangible results
- Experience working within a Customer Relationship Management (CRM) system
- Good oral and written communication skills
- Intermediate experience with Microsoft Office

This position is a one-year engagement through August 31, 2022, with the opportunity to extend.