**Position: ESPERA Business Skills Coach**

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**Contact**

Katherine Wojtan, Executive Director, St. Paul MN USA / katherine@maryspence.org

Gilda Larios, ESPERA Facilitator, Mexico City, Mexico / gildalarios@yahoo.com.mx

*Contact either Katherine or Gilda with question. Send resumes and cover letter to Katherine. Resumes and cover letters can be submitted in English or Spanish, an English version is helpful to the process.*

**Background**

Through ESPERA we partner with women’s groups in Mexico and Central America to create locally owned community lending pools which women use to invest in small local businesses. The funds are owned and managed by the local women. We are currently partnering with 7 groups in 5 countries. This position will increase ESPERA’s capacity to support women as they develop and grow their businesses.

**Responsibilities**

1. **Support the growth of women-owned small businesses in small and rural communities**
* Identify and use tools and training to teach women basic business practices for small, rural and agricultural businesses. This will include business basics like planning, administration, understanding your market, cash flow, quality, etc.
* While coaching women, take into account their context and local market.
* Provide, develop or source techniques, tools and methodology to develop and run small collaborative enterprises.
1. **Train the trainer: Develop skills in ESPERA networks to support the growth of women-owned small businesses**
* Accomplish this skills development through training, experiential learning, coaching and shadowing of individual loan participants and network leaders.
1. **Evaluation and metrics**

Collect data to measure progress, it help women, local women’s groups and Mary’s Pence staff improve the program.

1. **Coordinate and collaborate with all stakeholders**
* Work as a team with all ESPERA staff – to plan and coordinate work, to shape the program, and to learn and share with each other.
* Sharing stories, etc., with Mary’s Pence staff for use with donors.
* Identify in-country experts to collaborate and/or contract with on technical or legal issues.

**Education**

Bachelor’s degree or commensurate life experience.

**Knowledge, Skills and Abilities**

* Experience with principles and practices of small businesses; project planning, implementation and evaluation
* Ability to coach individuals and facilitating group discussions.
* Experience working with women with varying life experiences and education levels, including low-income rural women with little formal schooling.
* Ability to build trust with women business owners and leaders of the local groups.
* Ability to listen, collaborate and find consensus.

**Characteristics**

Bilingual Spanish-English helpful. Demonstrated passion for women’s empowerment and economic development.

**Work Environment**

Full time with flexible hours.

The ESPERA staff works as a team, working closely together and with the Executive Director.

Travel in Central America and Mexico, between 10% to 15% time.

The individual hired for this role will ideally be from the Mesoamerica region, and will work from home in the region when not traveling.

**Compensation**

Commensurate with experience, annual contract renegotiated each year.