



Volunteer Job Description

Job Title: Business Plan Assistant Writer	Length of Term: Ongoing as needed
Department: Business Development	Time Commitment: 2-4 hours, once per week
Reports to: Business Development Facilitators	Time of Day: Flexible

Purpose of the Position: Momentum's Business Development department offers a variety of programs to assist aspiring entrepreneurs in starting up their own business. A requirement of many of the business programs is to complete a viable business plan. In our cohorts, we occasionally have participants who experience difficulties expressing their ideas in writing. We are seeking an individual to assist them in presenting their business plan in a written format. This may involve asking prompting questions, rewriting for context, and editing as needed.

We require an immediate volunteer to assist with the writing aspects of the business plan process. This is a fantastic opportunity to work one-on-one in an adult learning setting.

Please see below for a comprehensive description of the role.

Duties/Responsibilities

- Meet with the facilitator at the beginning and then as required to discuss the student's needs and obtain resources or discuss strategies as necessary
- Establish rapport with the assigned student and become familiar with the particular needs or difficulties the student has with creating a business plan
- Support with writing all elements of a business plan for submission
- Ask prompting questions and encourage student to fully answer questions
- Edit for proper spelling, grammar, and content as needed
- Provide a supportive, confidential approach conducive to learning

Skills, Experience, Qualifications

- Previous experience writing and creating business plans

- Previous experience in adult education and/or working with multi-cultural and highly-barriered clients considered an asset for this position
- Strong communication and interpersonal skills
- Committed to the volunteer/participant relationship
- Strong interest in lifelong learning, both for the client and self
- Interest in developing their own skills in teaching, supporting, etc.
- Fluent in English
- A clean police record

Personality Traits and Qualities Desired

- Punctual and reliable
- Patient, understanding, and empathetic
- Great at translating verbal concepts to written word

Benefits

- Assist an entrepreneur in developing a viable business plan
- Meet new people in the community
- Develop mentoring and tutoring skills
- Participation in volunteer appreciation events and professional development sessions

Orientation, Training & Support

- Orientations lead by Momentum staff
- Volunteer Handbook and organization documents
- Momentum staff is available for additional support

<p>NOTE: This volunteer position description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>
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If you are interested in this volunteer opportunity please complete the Volunteer Information Form or contact Chelsea Detheridge at 403-204-2696 or chelsead@momentum.org