

686 Forest Avenue • Staten Island, NY 10310 • Phone (718) 816-4775 • Fax (718) 816-7234

Job Title: Business Development Specialist

Organization Description:

The Staten Island Business Outreach Center (SIBOC) is a not-for-profit organization that has been serving the community of Staten Island since 1980 providing small business development programs, commercial revitalization programs & technical assistance.

The Staten Island Business Outreach Center's (SIBOC) mission is to provide technical assistance to business owners, managers, property owners, entrepreneurs, and residents to ensure their individual growth thereby providing sustainable economic growth on Staten Island. As such, we empower low- and moderate-income people through a combination of business and workforce assistance such as one-on-one counseling, business plan development, financial literacy, seminars, workshops, 10-week entrepreneurship course and assistance with M/WBE certification, contracting, and related help.

Position Summary:

The Business Development Specialist will support the Staten Island Business Outreach Center's (SIBOC) small business programs, including the **Entrepreneur Assistance Center (EAC)** and the **Minority and Women-Owned Business Enterprise (MWBE) Certification Program**. This position provides one-on-one technical assistance, client outreach, and workshop support to help aspiring and existing entrepreneurs launch, grow, and sustain their businesses. The ideal candidate is passionate about economic empowerment, business education, and community development.

Key Responsibilities:

- Conduct client intake and assessments to determine appropriate support through SIBOC's EAC and MWBE programs.
- Provide one-on-one technical assistance to entrepreneurs and small business owners in areas such as business planning, marketing, operations, and financial literacy.
- Assist clients with completing and submitting MWBE certification applications (City and State levels), including required documentation and portal navigation (PIP and PASSPort).
- Help clients prepare business plans, cash flow projections, and other materials required for grant, loan, or certification programs.
- Deliver and support workshops/webinars on business development topics as part of the EAC curriculum and MWBE certification education series.
- Maintain detailed and accurate records of client interactions and progress for program reporting and compliance.

- Conduct outreach to promote SIBOC services across Staten Island and ensure participation from underserved communities, including women, immigrant, and minority-owned businesses.
- Track metrics and outcomes related to MWBE certifications, EAC enrollments, and technical assistance benchmarks.
- Represent SIBOC at community events, partner meetings, and other public forums.

Qualifications:

- Associate's or Bachelor's degree in Business Administration, Public Administration, Urban Studies, or related field; or equivalent professional experience.
- 1–2 years of experience in small business development, community engagement, or nonprofit services preferred.
- Familiarity with MWBE certification processes, NYC and NYS contracting systems, and small business resource ecosystems is a plus.
- Excellent communication, interpersonal, and writing skills.
- Strong organizational and time management abilities.
- Proficiency in Microsoft Office, Google Workspace, and CRM or client tracking systems.
- Knowledge of Business Model Canvas (BMC) / Live Plan Business Plan software is a plus.
- Bilingual or multilingual candidates are strongly encouraged to apply.

Work Environment:

- Office-based with regular fieldwork and client outreach throughout Staten Island.
- Occasional evening and weekend hours required for events or workshops.

Employment Type: Full-Time

Compensation: \$45,000 annually. Includes mandatory fringe benefits and paid vacation.

How to Apply:

Submit the following documents to info@siboc.org . Please submit all documents as PDFs and write "Business Development Specialist" in the subject line.

- Resume
- Cover letter
- References

The Staten Island Business Outreach Center is an equal opportunity employer.
Only applicants under consideration will be contacted. No phone calls, please.