

Veterans Outreach Consultant  
Project Description  
June 2013

The California Association for Micro Enterprise Opportunity (CAMEO) is a statewide network of micro business development practitioners and supporters. Our mission is to grow a healthy, vibrant, thriving environment for *all* entrepreneurs and start-up businesses by advancing the work of our statewide member network. More information can be found on our website [www.microbiz.org](http://www.microbiz.org).

We are looking for a committed, creative, and well organized consultant with deep connections to the California veterans' community and knowledge of small business development issues, to drive CAMEO's **Veterans Micro-Business Development Program**.

This consultant will be responsible for driving outreach efforts and facilitating referral relationships between traditional veteran serving organizations and CAMEO member organizations. The consultant will participate in the planning phase of this new program and will help to shape the outreach message or 'voice' of CAMEO members to the veteran community, with a special focus on women veterans. Project effectiveness will be evaluated by the overall number of veterans connecting to business training organizations, and the number of veteran owned businesses that are started, sustained, and grown. Ideally, the consultant is located in either the greater Los Angeles region or the greater Bay Area region.

Activities and deliverables encompass the following:

- Women Entrepreneurs Symposium – November 2014 – Los Angeles. In collaboration with CAMEO staff assist with agenda design. Liaison with veteran community and CAMEO members to promote attendance to the event.
- Identify veterans interested in self-employment and business ownership and refer to appropriate resources; follow up and communicate results.

- Facilitate relationships between traditional veteran serving organizations and CAMEO members. Train CAMEO members on special needs of veteran entrepreneurs.
- Organize monthly peer telephone calls for CAMEO members that are presently serving veterans. Provide staff support to these meetings; agenda, minutes, follow up on tasks from monthly meetings.
- Deliver monthly activities report that tracks individuals served and reports on development outcomes.
- Advise CAMEO staff on trends affecting program and on possible funding sources for program advancement.

Qualifications:

- Familiarity with veteran leadership - individuals and group(s) in California and/or nationally preferred.
- Demonstrated group facilitation skills
- Experience with small business development and/or microfinance in California.
- Experience in creating and maintaining business or professional networks.
- Strong communication skills: writing, speaking.
- Ability to travel locally and statewide.

Terms: Consultant will be an Independent Contractor for CAMEO and thus maintain own hours and place of work. The scope of work is expected to fill an average of 15-20 hours per week, with some tasks, e.g. the Women's Symposium, requiring more time; the project is expected to cover 12 months for the amount of \$35,000, exclusive of approved travel and expenses.

Contact: Send statement of capabilities and/or resume and cover letter to [CAMEO@microbiz.org](mailto:CAMEO@microbiz.org) with subject line noting Veterans Outreach Consultant, by July 5th, 2013.