



JOB POSTING

JOB TITLE:	Microloan Processor		
PROJECT:	Economic Opportunity		
LOCATION:	1607 W Jefferson, Boise, ID		
STATUS/HOURS:	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<u>40</u> Hours per week	<u>100%</u> FTE
FLSA STATUS:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
EEOC	<input type="checkbox"/> Off & Mgr <input type="checkbox"/> Prof <input checked="" type="checkbox"/> Admin Serv <input type="checkbox"/> Service Wrkr <input type="checkbox"/> Tech		
PAY:	\$17.24 to \$20.00 per hour		
REPORTS TO:	Micro-Enterprise and Finance Project Manager		
POSTING DATES:	August 28 - September 11, 2019		

POSITION SUMMARY:

The Economic Opportunity (EO) Microloan Processor, under general supervision, will serve as the primary point of entry for clients enrolling in micro-enterprise, lending and credit building services with EO. As the first point of contact for EO loan clients, this position is responsible for building trust and creating a culture of empowerment for clients that have frequently been disengaged and oppressed by mainstream financial systems and for messaging the importance of EO microloans as a tool to achieve self-sufficiency.

Day to day duties include gaining insight into clients' financial needs and goals, ensuring loan applications are complete, gathering and organizing extensive records, documentation and information to corroborate the application, then bundling all the materials in an organized and uniform manner for the EO Loan Coordinator to complete a financial evaluation based off of packaged information. Regular and timely communication with clients and EO team members to move loan packages forward is a key component of this role. More generally, this position is responsible for keeping the project and related processes running smoothly through direct assistance to the EO Finance and Micro-Enterprise Project Manager.

EO is a team of community servants that work in partnership with our clients. We are dedicated to hiring employees that reflect the communities we serve.

PROJECT SUMMARY:

The Office of Refugee Resettlement provides funding for micro lending and technical assistance to refugees. The Small Business Administration provides microloan intermediary lending and technical assistance. Private foundations, banks and community members provide funds for business and personal lending. This position works closely and collaboratively with fellow Economic Opportunity (EO) projects to ensure clients achieve their identified goals. EO leverages microfinance to serve clients holistically in order to achieve success by every measure of self-sufficiency. Economic Opportunity is a Program of Jannus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain client files, including contact lists, case notes, and communications in hard-copy files and database;
- Communicate client progress with external and internal partners, such as Agency for New Americans, Refugee Childcare Business Development Project and Health and Welfare including emails and in-person consultations;
- Respond to loan inquiries and clearly explain loan requirements or restrictions to the clients in plain language during the enrollment process to help client determine which financial product best suits their needs;
- Conduct credit education presentations to groups or individual clients for credit building purposes, including recruiting participants, scheduling attendees, and orchestrating the logistics of the class in its entirety so that the class is delivered with consistent professionalism with practical content;

- Provide professional and courteous pre- and post-loan customer service to potential clients, enrolled participants, past participants and community partners;

QUALIFICATION REQUIREMENTS:

- Integrity and credibility are required qualifications for this position;
- Must possess a commitment to and passion for serving systemically oppressed populations;
- A person that represents the participants we serve is highly preferred;
- Strong organizational skills are required;
- Must be self-motivated to develop and follow through on work plans;
- Ability to clearly communicate with clients in an empowering, person-first manner;
- Committed to consistently contributing to a strong and positive team culture focused on effective outcomes for clients;
- Strong computer skills including use of internet, calendaring, and Microsoft Office;
- Familiarity with basic lending principles is preferred;
- Willingness to model use of financial capability tools;
- Bilingual in English and French or Spanish is a plus;
- Ability to pass background check;
- Access to reliable transportation and proof of state mandated automobile liability insurance coverage.

EDUCATION:

Relevant work experience or Associates degree in related field such as: lending, bank telling, administrative support or customer service.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

WORKING CONDITIONS:

Typical office conditions. Will also visit with clients at their business, financial institution and, on occasion, in their home.

PHYSICAL REQUIREMENTS:

Must be able to tolerate varied weather conditions when traveling between Jannus and a client's home, business and/or financial institution. Sitting, standing, walking, driving, repeated hand and wrist motions (for use or computers, phones, and other office equipment) are required. Must be able to lift up to 30 pounds.

TO APPLY:

Complete the required Jannus, Inc. Employment Application available at www.jannus.org and send with your cover letter and resume to info@jannus.org. Or fax to 208.336.0880 or mail or deliver to 1607 W Jefferson St., Boise, ID 83702 by the above stated deadline.

Jannus, Inc. is an Affirmative Action / Equal Employment Opportunity Employer

Jannus, Inc. shall abide by the requirements of 41 CFR sections 60-1.4(a)(7), 60-300.5(a) and (d), 60-741.5(a) and (d), and 29C.F.R. Part 471, Appendix A to Subpart A, if applicable. These regulations prohibit discrimination against qualified individuals including on the basis of race, color, religion, age, gender, pregnancy, national origin, mental or physical disability, genetic information, sexual orientation or gender identity, veteran status or disability, military status, or any status protected by federal, state or local law and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment women, minorities, qualified protected veterans, and individuals with disabilities.