



JOB POSTING

JOB TITLE:	Microfinance Outreach Coordinator		
PROJECT:	Economic Opportunity		
LOCATION:	650 Addison Avenue West, Twin Falls, ID		
STATUS/HOURS:	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	<u>15</u> Hours per week	<u>33%</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:	\$14.79 - \$17.00/hr		
REPORTS TO:	Micro-Enterprise and Finance Project Manager		
POSTING DATES:	2/28/2020 – 4/5/2020		

POSITION SUMMARY: We are looking for an engaging and passionate team member to further expand our operations in the Magic Valley. The Microfinance Outreach Coordinator will provide support and outreach to small entrepreneurial businesses and community members in need of emergency financial assistance. The Coordinator plays several key roles, including client relationship manager, client file developer, progress tracker and outreach point of contact for the Economic Opportunity (EO) team in the Twin Falls area.

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 in Boise 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.

The Microfinance Outreach Coordinator is an important member of the Economic Opportunity Team. 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.

EO’s mission is to create wealth equity for individuals and families in the Treasure and Magic Valleys through complimentary programming across five different EO service areas:

- Micro-business development
- Consumer and business lending
- Credit education and coaching
- Refugee Childcare Business Development
- Young women’s and men’s mentoring programs

OUR VALUES

- Equity
- Compassion
- Creativity
- Prosperity
- Entrepreneurship

EO's APPROACH

- We focus on removing barriers and filling service gaps.
- Our team works collaboratively with each other and with our clients.
- We build long-term relationships.
- EO uses an integrated “cocooning” approach to client success and services.

QUALIFICATION REQUIREMENTS:

- Ability to clearly communicate with clients in an empowering, person-first manner;
- Experience and/or commitment to proactive and timely communication especially due to remote nature of this position;
- Ability to enthusiastically build highly effective professional relationships with partnering organizations and clients;
- Demonstrated ability to document activities and track significant amounts of paperwork with exceptional attention to detail;
- Personal qualities of integrity and reliability;
- Successfully self-manages time and deadlines easily on their own;
- Must possess a commitment to and passion for serving systemically oppressed populations;
- At-ease in a resource-limited environment, flexible, able to change direction quickly and execute tasks through both ambiguity and constant change;
- Demonstrated willingness and ability to adapt services based on needs of diverse clientele;
- Proficient computer skills using programs such as Microsoft Excel, Word, Outlook, PowerPoint, and Publisher required;
- Preferred: proficiency in English and Spanish;
- Preferred: experience with coaching and/or empowering individuals;
- Must have reliable transportation for outreach, client visits and occasional travel to Boise, a valid driver's license and be able to provide a copy of State mandated liability insurance;
- Completion of a criminal history background check following employment offer. We welcome all applications.

EDUCATION and EXPERIENCE: 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: Works in general, shared office space environment with frequent site visits to client homes and businesses.

PHYSICAL REQUIREMENTS: Must be able to tolerate heat and cold, and to drive to client and community partner businesses in varied weather conditions. Sitting, standing, walking, driving, repeated hand and wrist motions (for computer use) are required. Required to lift up to 35 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.