

## THE ALLIANCE CDFI

Job Title:	<b>Administrative Assistant/ Outreach Specialist</b>		Job Code	
Department	<b>The Alliance CDFI</b>	Program Area	Location	<b>KLAMATH</b>
Reports To:	<b>Executive Director</b>		FLSA Status	<b>Non-Exempt</b>
<b>ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE</b>				
Salary Range	<b>G5 S1-S5, \$18.23 - \$20.52 DOE</b>			

### **POSITION SUMMARY:**

With minimal supervision from The Alliance CDFI Executive Director, the incumbent will perform administrative duties for the operation of The Alliance CDFI. This individual will handle a wide variety of complex and confidential situations and be responsible for time sensitive material. Incumbent is responsible for processing and closing loans which includes preparing documentation for lending. This position requires the ability and/or experience to work on and complete multiple projects in an efficient and timely manner with little or no supervision. *This is a part time, permanent position.*

### **DUTIES AND RESPONSIBILITIES:**

1. Main contact for clients inquiring about loan packages offered. Associate will provide information to clients and assist clients in the application process.
2. Intake all loan applications and complete initial review of documents.
3. Ability to interpret and analyze applicant's business plan, financial statements and related materials in conformity with standard financial statement reporting and loan procedures.
4. Prepare loan documentation and obtain client signatures.
5. Assist Program Director in underwriting process.
6. Close and fund loans; Ensure all loan collateral lien instruments are in place, all loan conditions are met, and adhere to all loan policy and funding regulations and guidelines.
7. Strong oral and written communication skills and computer experience.
8. Ability to establish and maintain relationships with a wide range of clients, Tribal Officials, and professional staff.
9. Ability to pay attention to detail and work accurately with numbers.
10. Ability to interpret and apply regulations, policies and procedures.
11. Ability to work well with members of the community to develop a successful outreach program.
12. Responsible for keeping the community up to date with programs offered.
13. Develop and maintain a social media presence to keep tribal membership informed.

### **MINIMUM QUALIFICATIONS:**

1. Experience in administrative work with ability to communicate effectively.
2. Experience working with the public. Basic knowledge and understanding of community needs and cultural sensitivity.
3. Experience working for a Tribal government and understands Sovereign rights and Sovereign immunity.
4. Energetic, forward thinking and creative with high ethical standards and an appropriate professional image.

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5. Well organized, self-directed, politically savvy and a team player.
6. Computer skills working with Microsoft Office Suite, experience with billing software preferred.
7. Knowledge of general goals and purpose of The Alliance CDFI.
8. Experience composing correspondence, reports and other information from notes and brief instruction.

### **SUPERVISORY RESPONSIBILITIES:**

This is not a supervisory position.

### **OTHER DUTIES:**

- Perform notary services; If not a notary public, must obtain notary public within 6 months of hire.
- Report regularly to Executive Director
- Attend Board meetings when required
- Perform site visits (accompanied) when required
- Attendance at occasional weekend and evening workshops are required for this position.

### **CONDITIONS OF EMPLOYMENT:**

- All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
- The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.
- When necessary, must be able to lift 35 to 50 lbs.
- Must pass a comprehensive background check.

### **TRAVEL REQUIREMENTS:**

Local travel is occasionally required. Travel outside of the state is infrequently required. Typical travel time is generally less than a week.

### **TRIBAL PREFERENCE:**

“Tribal preference is given in compliance with the Indian Self-Determination and Education Assistance Act (25 U.S.C Section 450 e (B))”