



Colorado Lending Source Job Announcement

Position Title: Program Specialist

Position Status: Entry-level, Full-Time with Benefits

Organizational Relationships: Reports to Executive Director

Primary Work Location: Colorado Lending Source | 1441 18th Street | Denver, CO 80202.

Job Summary:

The Program Specialist will primarily assist the organization by processing and on boarding all new loan applications into an internal Colorado Lending Source database and document management systems. The Program Specialist will thus work closely with teams throughout Colorado Lending Source to ensure that loan applications are received and processed in a timely and expeditious manner.

This position is considered critical to the efficient, on-going success of Colorado Lending Source. The Program Specialist thus plays a crucial role in the overall day-to-day operation of the organization and the organization's mission of fostering the economic growth of diverse small businesses within our communities.

Position Responsibilities:

- Monitor and manage special email boxes used by banks and borrowers to submit loan applications
- Organize and upload documents to the internal database and document management system
- Collect, upload and transmit funding files for certain loans to a centralized loan processing facility
- Provide approximately 1.5 to 2.0 hours of receptionist support each day
- Provide back-up receptionist support for front desk personnel, as required
- Prepare minutes for weekly loan review committee conference calls
- Participate in other business related meetings, as required
- Perform a variety of routine office duties involving record and file maintenance, data entry, meeting/travel arrangements, and, generating reports from database systems using pre-defined fields/criteria
- Handle confidential and non-routine information
- Manage special projects for the executive director, as required
- Other duties as assigned

Desired Qualifications:

Although an early-stage position, it is anticipated but not mandatory that the successful applicant will have an undergraduate degree. This is a critical position within a highly entrepreneurial organization and successful applicants must be interested in helping to formulate and further develop this function.

Mandatory Qualifications:

- High school diploma or equivalent
- Computer literate in MS Word, Excel, and other programs
- Experience working in an office environment
- Self-motivated and resourceful, with the ability to multi-task
- The ability to enjoy a fast pace, dynamic, challenging and team-oriented work environment
- Excellent, writing, reading, listening and communication skills
- Good interpersonal and teamwork skills
- Satisfactory completion of a background check
- Functions independently and relieves executive director of administrative functions
- Personal qualities of integrity, credibility, and a commitment to Colorado Lending Source's mission

Apply:

Interested applicants are invited to submit a resume along with a HAND WRITTEN cover letter by email, mail, or in person to:

resume@coloradolendingsource.org

ATTN: Program Specialist
Colorado Lending Source
1441 18th Street, Suite 100
Denver, CO 80202

About Colorado Lending Source:

Colorado Lending Source is Colorado's trusted not-for-profit resource for small business financing. We serve as a bridge connecting small business owners with the loan programs, lenders and support they need to succeed. Through our 26 year history we've helped 3,533 small businesses start, grow and expand, resulting in the creation of 25,845 jobs and more than \$4 billion lent. We do this in support of our mission to foster the economic growth of diverse small businesses within our communities.