



**Wisconsin Native Loan Fund, Inc.
Position Description**

Position: Office Manager

Reports to: Director of Lending & Operations

Hourly wage: \$13.00/hour dependent on qualifications

Status: Part-time position (20-30 hours/week) (90 day probation period) position may grow to full time

Location: Lac du Flambeau, Wisconsin

Deadline to apply: February 23, 2018

Major Duties:

- Marketing loan products and services to potential borrowers.
- Data entry in loan portfolio and impact tracking system.
- Assist with coordination of financial education classes and workshops.
- Assist with data collection and compliance for grant-seeking and fundraising.
- Client intake and communication.
- Preparation of board meeting agendas, meeting minutes, board correspondence.
- Order office supplies and maintain inventory.
- Organize and maintain office filing systems.
- Update/maintain website as needed.
- Answering phones, obtaining mail, customer service, bank deposits, other day-to-day tasks.
- Writing letters, memos, emails and other correspondence as necessary.
- General office duties including light cleaning, lawn and sidewalk maintenance.
- Represent the organization in a professional manner at all times.
- Attend training as required.
- Other duties as assigned.

Minimum qualifications:

- Associate's degree in business, accounting, or other related field, and/or an equal amount of time/experience of demonstrated leadership and administrative capability
- Experience in administration/office management
- Strong written and verbal communication skills
- High ethical and professional standards. Confidentiality in all matters.
- Attention to detail.
- Skill or the ability to learn computer software including, Microsoft Office to include Word, Excel, Outlook, and PowerPoint, accounting software ie. Quickbooks, and loan portfolio software.
- Ability to efficiently manage multiple projects with accuracy.
- Self-motivated with the ability to work independently.
- A valid driver's license, reliable transportation and automobile insurance are required.

To apply for this position please forward your resume and cover letter to:

Fern Orie, Chief Executive Officer at fern.orie@winlf.org

Please contact Fern Orie at 715-614-4840 for any questions.

*Indian preference in hiring.

Wisconsin Native Loan Fund, Inc. is a non-profit 501(c)(3) Native Community Development Financial Institution revolving loan fund. Wisconsin Native Loan Fund, Inc. provides affordable loans and financial education to Wisconsin Native communities.