

Rural Community Assistance Corporation
Job Description

Loan Fund Executive Assistant

Classification: *Grade10*

Status: *Non-Exempt*

Department: *Loan Fund*

Supervisor: *Loan Fund Director*

Organization

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so low-income rural and Indigenous communities can achieve their goals and visions. For more than 40 years, our dedicated staff and active board, motivated by our core values: leadership, collaboration, commitment, quality, and integrity, have helped effect positive change in rural communities across the West.

Loan Fund

The Loan Fund provides financial resources to rural communities and organizations across RCAC's service area. The Loan Fund fills financing gaps and serves in unconventional markets. We offer loans for affordable housing development, environmental infrastructure, community facilities and small businesses in rural communities.

Position Description

The Loan Fund Executive Assistant (LF/EA) performs high-level clerical functions to process and maintain timely correspondence, records, loan committee documents and other support for the Loan Fund Director and Loan Fund Team with accuracy and attention to detail. The LF/EA supports the Loan Fund Director in all areas related to achieving RCAC's major goals and objectives serving rural communities and organizations across its region. The Loan Fund Director reports to the CEO to support and coordinate loan committee board members. The LF/EA works closely with the Senior Leadership Team, coordinating schedules and workflow related to the Loan Fund Director's and board's needs and requirements. Coordinating the Loan Fund Director's schedule and travel, while professionally communicating with a variety of RCAC stakeholders, is a critical component this position.

Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation process. Duties and responsibilities include but are not limited to:

- Make travel arrangements for Loan Fund Director
- Submit travel vouchers for Loan Fund Director
- Schedule calendar events, meetings and LF activities
- Schedule and coordinate quarterly portfolio reviews
- Schedule and coordinate all loan committee meetings
- Collect, collate, and distribute loan committee packets
- Collect, collate, and distribute board packets
- Prepare meeting minutes for loan committee chair review and approval
- Prepare and proofread emails, agendas, and minutes
- Process new vendors using the vendor approval system
- Process invoices on a timely basis
- Set up conference calls and meetings
- Prepare monthly pipeline report

Skills and Qualifications

- Proficiency with computer software including Microsoft Office Suite
- English language, grammar, spelling, and punctuation
- Provide an important level of customer service
- Take initiative to troubleshoot and solve problems
- Organize and prioritize work to meet established timelines
- Effectively listen and communicate both verbally and in writing
- Work independently and within a team environment
- Comfortable and working with a diverse range of individuals

Physical Job Requirements:

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed in an office requires the ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day)

While performing this position's duties, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand and fingers to manipulate; handle; feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to twenty-five pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to two days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

Preferred Education and Experience:

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination would be:

Experience:

Three years of applicable experience in jobs that have included word processing and a variety of administrative duties (education may be substituted for the experience).

Education:

Associate degree (additional qualifying experience may be substituted).

Special Requirements:

Possession of a valid driver's license and proof of insurance that meets the minimum requirements (\$100,000/\$300,000) of RCAC corporate liability policy will be required when traveling for business purposes.

RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.