

**SOUTHWEST MINNESOTA HOUSING PARTNERSHIP
(SWMHP)**

Job Title: Program and Intake Specialist – Intern

Supervisor: Director of Homeownership Services

Classification: Non-Exempt

Proposed Approval Date: June 1, 2019

SUMMARY:

This position is responsible for assisting the Program and Lending Manager in providing management and administrations duties for rehabilitation loan programs of the Southwest Minnesota Housing Partnership. The position will work directly with property owners as needed to complete the lending process (homeowners, landlords and commercial property owners). The position will be responsible for reviewing applications, maintaining tracking of projects and contacting clients. Other efforts include preparing reports, gathering pertinent documentation and recording loan documents. This position will manage the intake of SWMHP loan programs and will be housed out of the Slayton SWMHP offices. This position will be a temporary position that will end September 1, 2019 unless upon mutual consent for a change of term.

EXPERIENCE, COMPETENCIES AND EDUCATION:

- A minimum of a high school diploma or equivalent
- The desire to work in an area related to business administration, lending, accounting, finance or non-profit administration.
- Extensive organizational skills
- Good communication skills
- Ability to work independently
- An ability to demonstrate creative work
- Moderate Computer Experience: Microsoft Office (Word, Excel, Access, Power Point)
- Ability to handle simple to moderate mathematical calculations
- Ability to work with the public (especially phone skills), articulate ideas and work with differing cultural and economic backgrounds.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

Loan Processing: Manage loan intake process to ensure maximum efficiency. Prepare standardized loan documents for SWMHP lending programs. Maintain loan documents so that they are easily accessible and establish a periodic review schedule. Prepare loan documents as

required for each transaction. Ensure that all documentation is collected for each borrower and is managed in an organized file system. Review loan documents prepared by other lenders for the organization to ensure accountability and compliance.

Lending Database: Supervise and manage the use of the organization's customer database. Work with other staff identified to devise a systematic and efficient approach to entering and retrieving data. Maintain a database or spreadsheet of all loan products offered or managed by the organization by project.

Record Keeping: Maintain thorough and accurate records, according to the policies of the organization and related financiers, regarding each project.

Closing Agent: Manage the loan documents required to properly secure funds for either the organization or its funder. Coordinate closings with owners, manage fees, and ensure accuracy of documents. Coordinate the recording and collection of documents.

Grant Reporting: Prepare reports required by funding agencies, as necessary, and in conjunction with the Program and Lending Manager and Director of Homeownership Services.

General Administrative Duties: Perform general administrative duties as needed and assist other Homeownership Services staff when requested.

Community Representation: Represent the Southwest Minnesota Housing Partnership in communities, counties, state and federal organizations, foundations and all other public activities at the direction of the CEO, COO, or the position's Supervisor.

Travel: Travel within the region frequently (weekly), within the State Minnesota occasionally (monthly), and will travel out of state as needed for training and other staff development opportunities. Must be willing to drive company vehicles or personal vehicle as required.

Lifting: Lift more than 50 pounds on occasion.

Hours: Work primarily daytime office hours during the week but will be expected to work a flexible schedule including evening hours and weekends to accommodate customer needs and deadlines.

DISCLAIMER AND APPROVAL

This position will perform other duties as assigned by the position's Supervisor and the Chief Executive Officer.

The foregoing statements describe the principal functions of this position but shall not be construed as an exclusive listing of all inherent requirements for the position.

Employee Acknowledgment:

Signature

Date

Employer Acknowledgment:

Signature

Date