



Position: Technical Assistance Specialist

Reports to: Director of Lending

Salary: Commensurate with experience

Status: Full-time

Location: Keshena, WI – hybrid-remote

Posting closes – February 17th, 2023

Description:

The Technical Assistance Specialist will provide and assist potential and current clients with technical assistance as needed.

Essential Duties:

- Provide one-on-one assistance to clients annually. This would include business planning, financial projections, marketing analysis, market strategy, and other assistance the client may need.
- Complete annual loan monitoring reports and identifies technical assistance needs.
- Work closely with clients to achieve credit worthiness.
- Conduct small business training classes at least once per month.
- Prepare, develop, and revise curriculum for training classes.
- Represent and market NiiCap in group meetings and gatherings as necessary.
- Other duties as assigned.

Minimum Qualifications:

Associate degree in business, finance, accounting or closely related field.

Three years' experience in the lending industry, or business plan development, or small business counseling.

A valid driver's license, with reliable transportation and automobile insurance.

Experience with Microsoft Office to include Word, Excel, Outlook, and PowerPoint, accounting software i.e., QuickBooks, and loan portfolio software.



Other Skills, Knowledge and Abilities:

- Strong written and verbal communication skills
- High ethical and professional standards
- Strong sense of confidentiality
- Attention to detail
- Strong problem-solving skills/critical thinking skills
- Abilities to efficiently manage multiple projects with accuracy
- Self-motivated with the ability to work independently

* Native American preference in hiring.

NiiJii Capital Partners, Inc. is a non-profit 501(c)(3) Native Community Development Financial Institution revolving loan fund. NiiJii Capital Partners Inc. provides affordable loans and financial education to Native communities located in the mid-western region of Wisconsin

If interested in applying, please send an email by February 17, 2023 to kfrechette@niicap.org with the following information:

- ***Interest Letter***
- ***Resume***
- ***Any relevant documentation that supports meeting the minimum qualifications***

If claiming Native American preference – copy of Tribal Identification card or CIB.

NiiJii Capital Partners, Inc., is an equal opportunity employer and abides by all state and federal laws.