



SPICE
115 West Main Street
P.O. Box 268
New Straitsville, OH 43766
740-394-2200

Please submit Cover Letter, Resume and attached SPICE Employment Application together no later than July, 31st, 2019.

Job Title:	Business Advisor/Loan Officer	Job Category:	Employee
Organization:	SPICE	External posting URL:	www.spiceohio.com
Location:	New Straitsville, Ohio	Travel Required:	Yes, Moderate
Level/Salary Range:	\$18.00 / hr.	Position Type:	Part-time, 15-20 hours per week
Contact:	Board President	Date posted:	June 1st, 2019
Probationary Period:	90 Days	Posting Expires:	July 31 st , 2019
Who We Are:	SPICE is a community-based non-profit that offers microenterprise programming opportunities, including small business loans. SPBC offers a large variety of marketing design and print services at affordable prices.		

Applications Accepted By:

Fax or E-mail:

1-740-394-2277 Fax or spiceohio.map@gmail.com

Subject Line:Business Advisor / Loan Officer

Attention: Board President

Mail:

SPICE Board President
115 West Main Street
P.O. Box 268
New Straitsville, OH 43766

Job Description :

ROLES AND RESPONSIBILITIES

Microenterprise Business Advisor / Loan Officer

QUALIFICATION AND EDUCATION REQUIREMENTS

Degree in Business or Finance, or have owned a a successful business for at least 2 years, and hold valid Ohio Driver's License.

REQUIREMENTS AND RESPONSIBILITIES

- Report to the Board at meeting every month, tracking the impacts you have made and the clients you have helped
- Providing small business based assistance including on-on-one client counseling in the areas of business plan development, financial analysis and projections, maintaining record keeping systems, market related issues and regulatory requirements
- Small business training – event management, budget development, community outreach, marketing activities
- Organize, schedule, and attend classes and trainings offered to the community and small business clients
- Initiate and maintain contact with the business community as well as other related public and private entities to promote program services and enhance outreach services
- Represent SPICE at meetings and conferences related to small business programs and services (Chamber lunches, ect.) and networking with other community organizations
- Researching, Preparing and formatting grant applications
- Create monthly budget for SPICE and present at board meetings
- Summarize and report projects and classes for grants

- Maintain knowledge of current business trends and assist with identifying information, programs and resources available to assist small business clients
- Conduct research for clients in a variety of databases
- Review and analyze all client financial information to ensure sound credit decisions are made
- Originate and underwrite loans and loan documents
- Prepare loan packages for the Revolving Loan Committee
- Oversee loan disbursement
- Track and monitor SPICE loans
- Administrative tasks: answering the phone, sending faxes, answering and preparing SPICE correspondences, preparing payments for bills/payroll/etc. , picking up mail, filing
- Prepare grant draws to funding agencies
- Photo documenting classes and other events you have attended and sending photos to the SPBC manager for posting on website and social media

PREFERRED WORK SKILLS

The successful candidate will have demonstrated outstanding work performance, must be highly self-motivated, self-directed and quick to response to rapidly changing demands.

Advisors must have excellent written and verbal communication skills to effectively work with clients, co-workers and other local economic development agencies, service providers, and the banking community.

Physical requirements include ability to spend hours listening and talking; working via computer, telephone and other electronic devices; driving to meetings and events; light lifting of equipment and materials; with occasional night or weekend work.

Advisors must be proficient in Word and Excel. Experience with Quickbooks is preferred.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

SPICE does not discriminate in the provisions of services or employment because of handicap, race, color, creed, national origin, sex or age.