



## Job Announcement

### LOAN OFFICER / BUSINESS DEVELOPER

The New Roots Fund has the mission of helping low-income persons including refugees and immigrants develop new businesses throughout the Puget Sound Region. The Loan Officer will be trained to teach topics such as business plans, cash flow charts, balance sheets, marketing, inventory, insurance, taxes and regulation; so that borrowers know the risks and potential rewards of their business ideas. New Roots Fund is a microenterprise loan fund making loans from \$100 to \$15,000.

The job will also include developing loan applications and presenting potential borrowers to a loan committee with the final decision on loan requests.

#### Criteria:

- Persons seeking entry level work encouraged to apply.
- Suitable experience in business or lending.
- Suitable educational background.
- Demonstrated interest in refugee and immigrant communities.
- Language capacity in Russian, Ukrainian, Somali, Dari or Pashto is a plus.
- Capacity to assist a caseload of 6 to 10 clients with loan applications

#### How to Apply:

- In Person: Employment Applications are available at the New Roots Fund, 1610 South King Street, Seattle, Washington, 98144.
- To request an application by post or email call Jessie Hansen, 206-323-3152.
- Complete Three questions, in writing, attached to the employment application concerning professional history, business experience and training experience.

#### Position Details:

Full Time 35 hours per week/ Medical, Dental and other benefits.

**Applications are due: November 8, 2019**