



Title: Senior Small Business Associate

Reports to: Director of Business Lending

Job Purpose: The Senior Small Business Associate works closely with the Director of Business Lending and Chief Lending Officer to originate SBA Guaranteed Loans (Community Advantage - 7a) and other business loan products.. This is a dynamic position with a strong connection to Justine PETERSEN's work and mission of assisting low- and moderate-income people to access safe, affordable loan products.

Key Responsibilities:

1. Process loan applications originated by Chief Lending Officer
 - a. Assist prospective small business owners to complete loan applications
 - b. Review applications for inconsistencies and errors
 - c. Copy/scan client documents and create electronic files
 - d. Ensure that all required documents are submitted per loan checklists
 - e. Ensure that all required database fields are complete
 - f. Maintain clear and concise communication with each customer about status of application and documents needed
2. Provide administrative support for Director of Business Lending and Chief Lending Officer
 - a. Work with Director of Business Lending to maintain application pipeline in support of meeting/exceeding yearly goals
 - b. Maintain clear and concise communication with Director of Business Lending about timelines & status of files
 - c. Prepare drafts of credit memo/risk assessment, loan approval and distribution sheets
 - d. Schedule Loan Closings as needed
 - e. Compile post-closing Community Advantage files for review by Director of Business Lending
 - f. Assist Director of Business Lending with monthly micro meetings
3. Provide Administrative support for compliance and reporting purposes
 - a. Run government compliance checks
 - b. Coordinate reference checks, collateral review (title / CMA) and flood certs
 - c. Verify business addresses to accurately report distressed areas
 - d. Ensure completeness of collateral documents
 - e. Verify recording of all lien documents post-closing
4. Other duties as assigned



This job might be for you if:

You pay attention to details. As far as you're concerned, anything worth doing is doing right, every single time. You stay focused and nothing falls through the cracks on your watch.

You're a self-starter. You are self-confident. Armed with knowledge of your job and organization you are always looking to make things better for your clients and team.

You think on your feet. You like learning new things, and you can learn them quickly. When things change, you know how to roll with the punches.

You communicate clearly. You write well. You can explain just about anything to anyone, and you are comfortable communicating in writing and on the phone with everyone from front line staff all the way up to the CEO.

You love working with people, you're methodical, and friendly. You take pride in moving things to completion.

You can work in an open and lively office.

You have at least three years of relevant work experience.

How to apply:

Email your resume and cover letter to cstuhl@justinepetersen.org. In your cover letter, please provide a roadmap for your resume and experience: What parts of your resume should we pay particular attention to? Why are you a great fit for this position? In particular, we would like to know about your relevant experiences processing loan applications (or similar activities) and working with customers.

Full-time position (40+ hours/wk)

Based in St. Louis City

Salary Range: \$45,000-\$60,000, commensurate with experience

Please visit our website at www.justinepetersen.org. EOE