

CEDAC JOB POSTING OPERATIONS & LENDING ASSISTANT

The Community Economic Development Assistance Corporation (CEDAC) seeks an Operations & Lending Assistant to support our operations and lending programs. CEDAC is a publicly-created community development finance institution (CDFI) that serves as a vital financial and technical assistance resource to nonprofit organizations engaged in effective community development. We provide financial resources and technical expertise for community-based and other nonprofit organizations building thriving communities. We work closely with other Massachusetts and national partners to support affordable housing production and preservation and the expansion and renovation of early education and out of school time programs.

CEDAC provides pre-development loans and technical assistance to nonprofit community based organizations involved in community development across Massachusetts. In addition, CEDAC serves as the Department of Housing and Community Development's (DHCD) underwriting agent and asset manager for multiple state loan programs that provide deferred-payment, zero interest, subordinated permanent deferred-payment mortgage financing (DPL loans) to help meet the costs of producing supportive and affordable housing.

CEDAC is an Equal Opportunity and Affirmative Action Employer. We encourage applications from candidates from diverse backgrounds and cultures.

This entry-level position is an excellent opportunity to learn about Community Development and Finance and is a point of entry into the field.

This position is responsible for serving as the agency's receptionist to answer phones, assist the Children's Investment Fund, and provide support to loan operations and loan portfolio staff.

RESPONSIBILITIES INCLUDE

Loan and Compliance Documents

1. Receiving and recording monitoring compliance materials from permanent loan borrowers. Identifying issues of non-compliance and assisting with the resolution of those matters as available.
2. Assisting with the completion of audit confirmation requests from borrowers.
3. Researching lending or asset management issues
4. Scanning Requisitions
5. Bank Statements Matching
6. Closing binder tracking and uploads to the T Drive
7. Receiving and recording FinePoint compliance monitoring reports
8. Identifying issues of non-compliance and assisting with the resolution of those matters as available
9. Other tasks that may be assigned.

Reception and Office Administration

1. Perform regular reception duties including answering phones in a professional and courteous manner, receiving visitors, and relaying messages to staff as necessary to ensure that they can comfortably and efficiently complete their business.
2. Maintain corporate mailing database and assist with office mailings.

3. Keep front office and reception area organized and attractive to office visitors.
4. Assist program staff to update our Lending and Home Modification Loan Program database.
5. Assist in updating our contact management system. This will involve online and phone research, and will require strong attention to detail.
6. Assist portfolio management staff to review and process materials submitted from borrowers.
7. Provide support to fiscal staff as needed to respond to borrower requests and to update financial records.
8. Assist with the preparation of materials for trainings and other events.
9. Assist Operations and IT Administrator with day-to-day operations.
10. Other duties as necessary.

Children's Investment Fund Support

1. Assist Fund staff with tracking events and deadlines.
2. Assist in communications between the fund and child care providers.
3. Provide support to Fund staff in updating documents and assembling materials for meetings and events.
4. Assist with the Early Education and Out of School Time (EOST) grant funding round tasks such as attending sessions, tracking Q&A's, editing documents, coordinating binder assembly for pre-application and full application reviews to the Department of Early Education and Care (EEC).
5. Coordinate with supervisor catering needed for events.
6. Other duties as necessary.

QUALIFICATIONS

1. Previous office/reception experience in a professional, fast-paced office a plus. Familiarity with general office procedures required.
2. Some previous experience preparing legal documents would be helpful, but not required.
3. Expert knowledge of Word and solid experience with Access and Excel. Candidate must have proven capacity to learn other computer applications as necessary.
4. Strong writing and communications skills.
5. The qualified candidate will be a person who is a quick study, well organized with good attention to detail and the ability to handle multiple tasks simultaneously.
6. BA or two-year college degree, with strong work experience required.

Interested candidates should submit resume and cover letter to: Operations & IT Manager, CEDAC, 18 Tremont Street, Suite 500, Boston, MA 02108 or to careers@cedac.org.

Deadline for submissions is **February 28, 2018**. **Earlier applications are strongly encouraged.**

Salary is commensurate with experience. CEDAC offers an excellent fringe benefit package.