

Project Vida

Economic Development

Job Description: Loan and Outreach Specialist

Purpose: To assist and ensure that all operations of the Economic Development meet Government, State, City of El Paso guidelines, along with Project Vida's procedures.

Reports to:

Economic Development Supervisor

Responsibilities:

- Process and package loans, make recommendations and present loans to Loan Review Committee for recommendation.
- Assist with preparation of loan and grant applications for the Loan Fund
- Report monthly to credit reporting agency
- Assist with updating Loan Policies and Procedures as needed
- On a monthly basis reconcile loan portfolio outstanding balances, deposits, escrow reserves and loan fund accounts with accountant
- Do outreach in El Paso County and surrounding areas promoting loans programs.
- Amend agreements and loan documents as needed
- Assist with overall responsibility of day-to-day operations.
- Perform other appropriate duties as assigned

Supervision: Work is performed under the supervision of Economic Development.

Hours: 8:00am to 5:00pm
Some week-end and evenings
One-hour lunch

send resumes to p.medina@pvida.net