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## Senior Loans Officer and Facilitator

**Organization:** Ottawa Community Loan Fund (OCLF)

**Industry:** Not for Profit

**Job Title:** Senior Loans Officer and Facilitator

**Status:** 1 Year Full-time Contract (37.5 hrs weekly)

**Reports to:** Executive Director

**Location:** Ottawa, Ontario, Canada

**Application Deadline:** Wednesday, May 27, 2020

### About OCLF

The Ottawa Community Loan Fund (OCLF) is a non-profit organization primarily working with newcomers, providing workshops on financial empowerment and entrepreneurship with access to micro loans for professional development and small business purposes.

### About the Position

OCLF is looking for a bilingual **Senior Loans Officer and Facilitator** to oversee the lending processes and delivery of the entrepreneurship workshops with partners. The main activities are to ensure programming is executed and reported on in accordance with the agreed upon deliverables. This includes, but is not limited to, oversight of lending, workshop scheduling, facilitation, client service, program reporting, and client file maintenance. The Senior Loans Officer and Facilitator reports to the Executive Director and provides support in other activities as needed.

### Duties

1. **Lending:** Meet with clients one-on-one in English and French to explain OCLF services, assess needs and assist clients with the loan application. Review all loan applications and submit documents to partner financial institutions and follow up on clients who require support.
2. **Facilitation:** Coordinate and deliver workshops as required in English and French to newcomers to Canada.
3. **Client Service:** Recognizing the pandemic environment, this individual needs to be comfortable operating remotely and via virtual platforms to provide the following services: one-on-one consultations, training, assessments, and community referrals.
4. **Reporting:** Prepare monthly, quarterly, and annual reports as required.
5. **Communications and Marketing:** Contribute to OCLF communications and promotional activities using print, website and social media and represent OCLF at outreach events.
6. **Administrative:** Track and report client data and activities as required by funders and partners in the database.

### **Qualifications and Competencies**

- English/French bilingual essential (native-like proficiency in Listening, Speaking, Reading, Writing)
- Post-secondary education in a relevant field
- Self-starter with attention to detail with strong problem solving and analytical skills
- Knowledge of not-for-profits, Canadian banking system, settlement process, immigrant employment barriers, business acumen and financial literacy
- 3+ years of suitable work experience with lending and facilitation
- Strong cross-cultural communication skills
- Be highly proficient in Excel, Word, and PowerPoint
- Flexibility in working location

### **How to apply**

Submit your Cover Letter and Resume on or before Wednesday, May 27, 2020 at 12:00 pm to Jane Duchscher, Executive Director at [jane@oclf.org](mailto:jane@oclf.org). Candidates may be contacted before May 27, 2020 for interviews, so if interested, please submit your application at your earliest convenience. In light of the COVID-19 pandemic, interviews will take place via remote technology.