

TMC Community Capital is a nonprofit microlender providing fast and affordable online financing, fostering financial stability, and encouraging entrepreneurship among women-owned, low-income and under-resourced small businesses in California.

Position Title: Program Support Specialist

Schedule: 40 hrs / week

Location: Remote – 1611 Telegraph Ave Ste 504, Oakland, CA 94612, Occasional Travel Required

Start Date: TBD

Responsibilities:

- Conduct intake interviews with business owners & community partners to determine eligibility for loan programs
- Follow up with leads and current borrowers
- Collect loan documents, review for completeness, and organize files
- Support business owners that need help with the loan application process
- Financial and demographic data collection and entry
- Support closing activities
- Work closely with the Business Development department to support events & manage partnerships
- Assist Underwriting department with post-closing data & servicing

Qualifications:

- Bachelor's degree in business, economics, finance, or related, or equivalent qualifying experience
- Strong communication skills in person, by email, and over the phone
- Ability to track and manage details for multiple clients simultaneously
- Ability to work independently and as a team
- Ability to learn new data systems
- Bilingual – Spanish

Preferred Qualifications:

- Experience with working with low-income communities and BIPOC Communities.
- Experience in the CDFI or start-up space
- Experience in small business or financial services
- Experience with Salesforce
- Experience with financial documents, such as tax returns and credit reports
- Builder mindset with an ability to apply skills across multiple projects

This position will give you the opportunity to work in a supportive environment where your contributions matter. The atmosphere is casual and dog friendly. Community is extremely important to us and our clients appreciate our innovative approach to providing fair & affordable capital.

Apply now by emailing your resume and cover letter to daniel@tmccommunitycapital.org

For more information, visit our website at www.tmccommunitycapital.org.