

11. Manage office mail, office supply inventory, and office equipment and ensure the main office space remains clean, organized and sufficiently stocked with office supplies.
12. Attend networking and outreach meetings in the community.
13. The Client Intake Specialist is expected to work a 40 hour week, as described in the Personnel Policies, and to observe the WWBC's office hours of 9:00 a.m. to 5:00 p.m. Occasional evening or weekend hours may be requested.
14. Other duties as assigned by WWBC Director and Associate Director.

Minimum Requirements:

- A minimum of an Associate Degree in Business, Business Management or related field and five years or more of relevant professional experience in Program Management, Lending or an equivalent combination of training and experience.
- Strong written and oral communication skills
- Strong organization skills and project management experience
- High attention to detail
- Understanding and strong interest in poverty alleviation strategies, especially those focused on the role of women in economic development and small business development
- Ability to work with a diversity of clients, in terms of ethnicity, life experience, income levels
- Spanish language skills are preferred
- Ability to adjust work schedule to include evenings and weekends as needed to accommodate training program schedule
- Active and committed team player
- Strong computer skills for data entry, record keeping, report writing and analysis.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit, talk and hear.
- The employee is occasionally required to move about the office; use hands and fingers to feel, handle, or operate computers and office equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee is required to interact with the general public, small business owners and others.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work is performed primarily in an office or client business setting. The noise level in the work environment is moderate.
- Travel in a wide geographic area is required approximately 20% of the time. Employee must hold a driver's license and be able to travel outside of the office for meetings, conferences, and other job-related commitments.

- From time to time employee will be expected to hold training events, attend community events, attend out-of-town conferences and represent the organization in addition to the normal business schedule.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Required Approvals:

Approved: WWBC Director

Date

Approved: President/CEO

Date