



# MILE HIGH COMMUNITY LOAN FUND

## **Job Description Administrative/Marketing Support Specialist**

Mile High Community Loan Fund (MHCLF) is a 501(c)3 nonprofit revolving loan fund that invests in the development of affordable housing, nonprofit community facilities and targeted economic development / neighborhood revitalization projects through low-cost, early-stage loans to developers. Since inception in 2000, MHCLF has financed more than 4,000 units of affordable housing throughout Colorado via 110 loans totaling over \$40 million.

This is a full time (40 hours per week) position to support the Executive Director with administrative and marketing/outreach tasks and activities. The Administrative/ Marketing Support Specialist will use office /computer technologies, organization skills, written and oral communications and a passion for the organization's mission to assist building the visibility of the organization and promoting its products.

Job qualifications and responsibilities are as follows:

### **I. Responsibilities**

- Prepare correspondence, reports, proposals, meeting agenda packets and minutes.
- Carry out routine office activities such as copying, proofreading, filing, assisting with conference facility arrangements, special correspondence, etc.
- Set up meetings.
- Establish and maintain databases, electronic filing and mailing lists.
- Maintain website content and complete routine updates.
- Prepare manuals and assemble large documents and mailings.
- Coordinate with vendors to provide products and services to organization.
- Compose and distribute press releases, newsletters and announcements.
- Interact with and provide information to Board members, potential customers and the general public.
- Write, layout and distribute e-newsletters and advertisements.
- Coordinate preparation of annual report.
- Prepare bank deposits.
- Perform other duties as assigned.

### **II. Desired Qualifications**

- Minimum two-years post high school education with an emphasis in office administration, computer software applications, marketing, communications or other related program.
- Three years experience performing a variety of marketing/administrative assistant duties.

- Experience composing and laying out electronic newsletters and other communication/marketing materials.
- Proficient use of personal computers and software – especially the Microsoft Office suite.
- Excellent command of written and oral English.
- Website management and social media marketing experience desirable.

### **III Desired Knowledge/Skills**

- Marketing communication and/or marketing project experience preferred
- Ability to organize self, take initiative and manage time well.
- Proficient keyboarding skills.
- Knowledge of standard office procedures and practices.
- Familiarity with (1) affordable housing agencies and programs in metro Denver, and/or (2) banking or lending industry practices, terms.
- Basic knowledge of media and donor relations.
- Ability to interact professionally and effectively with public.
- Valid driver's license.

**Compensation** – Compensation is commensurate with experience. Vacation and sick leave are offered. Health, Life and Dental Insurance are offered.

**To apply** - Send or e-mail a resume and letter summarizing your interest and qualifications to:

Mr. Jeff Seifried  
Executive Director  
Mile High Community Loan Fund  
1905 Sherman Street, Suite 325  
Denver, CO 80203  
jeffs@mhclf.org  
[www.mhclf.org](http://www.mhclf.org)

**Application Deadline** – September 30, 2011

Mile High Community Loan Fund, Inc. is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, age, sexual orientation, marital or familial status, national origin, ancestry, non-job related disability, veteran status or any other characteristic protected by law.