

MATLF

Michigan Assistive Technology Loan Fund

Position Title: Loan Specialist

Reports to: Director of Michigan Assistive Technology Loan Fund

Michigan United Cerebral Palsy (MI-UCP) is seeking a full-time Loan Specialist to work in our Southfield/Lansing office or remotely. The Loan Specialist will help to close the disability divide by joining our MATLF team and assist the Director by analyzing, documenting, and conveying loan and credit information. MI-UCP is looking for a professional who can assist persons with disabilities in applying for, posting payments and managing financial and credit information in a respectful and responsible manner. We are seeking an individual with financial acumen, knowledge of lending regulations and credit to be an asset to our MATLF team.

REQUIRED:

- Lending, banking, or underwriting experience.
- Excellent verbal and written communication skills.
- Excellent computer skills, including Microsoft Office programs - particularly Excel.
- Access to reliable transportation.

PREFERRED:

- Bachelor's degree in finance, accounting, business or equivalent experience.
- Financial education or credit building experience.
- Bilingual in Spanish.
- Personal disability experience or open to learning about and celebrating disability pride.
- Excited to be a part of social change for the disability community.

SALARY RANGE (depending on experience): \$50,000 to \$55,000

KNOWLEDGE AND SKILLS REQUIRED

- Strong collaborative team skills.
- Ability to explain complicated financial concepts in terms anyone can understand.
- Excellent verbal and written communication skills.
- Detail oriented.
- Flexible and demonstrates a desire to grow with the position.

RESPONSIBILITIES

Work with MATLF Director to:

- Manage confidential information with required care.
- Create and deliver reports in a timely and efficient manner.
- Represent agency in meetings and trainings.



- Assist with creation and present training materials.
- Other duties as assigned.

MI-UCP is an Equal Opportunity Employer and does not discriminate based on race, color, sex, religion, sexual orientation, political belief, creed, national origin, marital status, military status, or disability.

Interested applicants please email cover letter and resume to Tracy Strating (tstrating@mi-ucp.org). No phone calls will be accepted. Interviews taking place on a rolling basis until job is filled.

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