



Colorado Lending Source Job Announcement

Position Title: Office Coordinator

Position Status: Full-Time with Benefits or Part-Time with limited Benefits

Organizational Relationships: Reports to the Chief Operating Officer

Primary Work Location: Colorado Lending Source |1441 18th Street | Denver, CO 80202

Job Summary:

Colorado Lending Source is seeking an Office Coordinator to oversee general administrative duties to ensure the day-to-day operations of the business run smoothly and efficiently. This position is responsible for fielding incoming calls and requests, and relationship management with vendors and tenants.

Position Responsibilities:

- Understand and appreciate the mission, values and customer service commitment of the organization
- Maintain a high level of enthusiasm for who we are and what we do
- Understand all loan and educational programs offered through Colorado Lending Source in order to effectively direct incoming calls to the appropriate team or individual in a friendly manner
- Build and maintain positive relationships with tenants as their primary point of contact
- Coordinate building upkeep with property management company and/or appropriate vendors
- Coordinate all event space rentals at Colorado Lending Source facilities and act as day of liaison
- Maintain an adequate inventory of office supplies for the Denver office within budget
- Sort and distribute mail, faxes and parcel deliveries daily
- Maintain kitchen and community spaces
- Mail accounts payable invoices with checks each week
- Complete annual contract with RTD ECO Pass, ensure all employees receive annual pass and cards are updated or terminated as needed
- Other duties as may be assigned

Desired Qualifications:

As the first point of contact for all stakeholders this role plays an integral part in the success of building the Colorado Lending Source brand.

- A Bachelor's Degree or related work experience
- Exceptional written, verbal and listening communication skills

- Excellent interpersonal skills
- Detail oriented person capable of managing multiple projects at any given time
- Working Knowledge of Microsoft Office and Adobe products

Apply:

Interested applicants are invited to submit a resume along with a HAND WRITTEN cover letter by email, mail, or in person to:

resume@coloradolendingsource.org

ATTN: Office Coordinator
Colorado Lending Source
1441 18th Street, Suite 100
Denver, CO 80202

About Colorado Lending Source:

As a mission-based non-profit lender, Colorado Lending Source truly cares about small businesses and the communities they support. Our lending options range from \$5,000 up to \$5.5 million for a variety of business purposes. In 2018, we approved 221 small business loans to help create 1,747 jobs with a total economic impact of over \$331 million. Additionally, Colorado Lending Source facilitates an entrepreneur development training, called Ice House, which helps established or aspiring entrepreneurs develop or refine their entrepreneurial mindset. Our mission is to foster the economic growth of diverse small businesses within our communities.