



SEEKING QUALIFIED CANDIDATES

HoChunk Community Development Corporation is seeking a Financial Services Coordinator to provide financial literacy education and manage small business and personal lending services to our tribal population in Winnebago, NE. Services will be coordinated with our certified Community Development Financial Institution partner, HoChunk Community Capital, Inc.

Key duties will include:

- Managing and growing a portfolio of personal and small business loans
- Providing direct financial education services (understanding credit, managing household budgets, avoiding predatory lenders, etc); and coordinating financial education seminars in partnership with other trainers/technical assistance providers
- Ensuring eligibility for all financial services and products delivered
- Maintaining accurate loan records on Portfol database
- Assisting in preparation of grant proposals to obtain additional financial support for lending and operations costs
- Providing financial and programmatic reporting to meet grant requirements

HCCDC offers a competitive salary and benefits for this full-time position. Qualified candidates will have a BA degree in finance, accounting, or public administration (or 4 years equivalent experience). Experience working in tribal communities a plus. Professional customer service skills, good communication, and knowledge of basic financial principles required.

TO APPLY: Full application will include an **HCCDC Employment Application**, a resume, and cover letter sent to Mr. Mathers at HCCDC, 509 HoChunk Plaza N, Winnebago, NE 68071. Position will remain open until filled. Contact Brian Mathers at bmathers@hccdc.org or call (402) 878-2192 for more information.