



Job Opportunity

Do you want your work to have an impact?

The Saint John Community Loan Fund is looking for an exceptional person to fill an important role with the organization.

The Saint John Community Loan Fund is an enterprising community based organization that helps people create income, build assets and attain greater self reliance. We recruit investors to build a pool of capital from which we make micro loans. Loans are used for business, employment and for housing. We provide training in business start up, in leadership and financial literacy. We work with many ages including youth in our summer entrepreneur program. Two years ago we bought and renovated a vacant building which provides our office as well as two units of affordable housing. In the next two years we will build a multi use building that will mix enterprising non-profit space with rent to own housing. At the Provincial level we are involved in designing the social enterprise framework for New Brunswick as part of the provinces Poverty Reduction Plan. If you are interested in having an impact and belonging to an enterprising culture, please apply!

Office Administrator and Money Coach

You are an exceptionally well organized individual who has experience providing office administration. You enjoy being given tasks and completing them, as well as trouble shooting problems and creating efficiencies. You are also very comfortable working with people.

This job combines two types of personalities. You will be the office administrator roughly 50% of the time and provide one-on-one money coaching the other 50% of your time. So, you will provide file management, bookkeeping, mailing and correspondence, scheduling, phone and front desk reception support, aka office administration. You will then use your budgeting knowledge and your incredible communicating ability to provide training support and one-on-one money coaching to our post program financial literacy clients.

You will be an expert in Simply Accounting and Excel, and be awesome in other Microsoft programs. This is one of those jobs that will push make use of all of your abilities, making use of your hard and soft skills.

To apply

Please send your resume and engaging cover letter to Seth Asimakos at loanfund@nbnet.nb.ca by Sunday, January 22, 2012. The position provides a 35 hour work week, three weeks' paid vacation and flexible office hours. Staff is welcome to join a health benefits plan shared with the organization after three months. The salary range will depend on qualifications and experience. We appreciate all who take the time to apply but we will be contacting only those who are invited to an interview.