**POSITION:** Program Coordinator (Intern)

**STATUS:** Part-time (appx. 20 hr/wk)

**SALARY RANGE:** $15/hr

**LOCATION:** South Carolina (Charleston Preferred)

### ABOUT SOUTH CAROLINA COMMUNITY LOAN FUND

South Carolina Community Loan Fund (SCCLF) is a statewide, nonprofit Community Development Financial Institution (CDFI) with the mission to advance equitable access to capital to build assets and benefit communities and people most in need of economic opportunity. We provide loans and technical assistance to nonprofits, for profits, and government entities to support the development of affordable housing, healthy food enterprises, community facilities, and small businesses. Acknowledging that the need for our work is rooted in generations of injustice and disinvestment, we focus on serving people of color, women, low-income individuals, and those in rural communities. SCCLF is a dynamic organization with a small but growing team working across offices in Charleston, Columbia, and Spartanburg. We loan and revolve capital to continually expand and sustain our mission, and currently operate with an annual operating budget of $3M. Since 2004, we have provided 363 loans totaling $65.4 million in financing.

### ABOUT SCCLF PROGRAMS

SCCLF offers two long-term educational programs to entrepreneurs across the state. These two programs, called the Local Entrepreneur Acceleration Program (LEAP) and Feeding Innovation, are both held twice a year to a cohort of 15 business owners. Throughout the 10-week course, participants develop a thorough business plan which is then presented to a panel of judges where three businesses are awarded $5,000, $10,000, and $30,000. There have been over 375 businesses apply for the programs and 180 entrepreneurs, 72% of which are women, graduate with close to $400,000 awarded.

For more information about our programs and services visit sccommunityloanfund.org.

### POSITION SUMMARY

The Program Coordinator (Intern) is responsible for assisting Program Manager in preparation and operation of long-term technical assistance programs (LEAP and Feeding Innovation).

### KEY RESPONSIBILITIES

- Respond to email and phone calls regarding application process.
- Manage Program Portal including application reviews, cohort management, course content uploads, business plan submissions, judging reviews, and more.
- Mailing program materials to cohort.
- Send weekly emails to cohort with Zoom link and class topics.
- Be available to attend some classes in the evenings.
• Assist with Pitch Night competition including collecting and editing pitch recordings, providing tech support, and communicating with judges.
• Assist with alumni community including social media and newsletter content, networking events, and surveys.

KEY SKILLS & REQUIREMENTS
• Bachelor’s Degree required.
• Master’s Degree enrollment in MSW, MBA, MPA, or related field (preferred, not required).
• Minimum 6-month commitment.
• Ability to manage multiple projects simultaneously.
• Strong verbal and written communication.
• Ability to work in teams and independently.
• Strong organization and time management skills.
• Comfortable working in a virtual setting.
• Experience working with Zoom, Salesforce and Microsoft Teams.

BENEFITS INCLUDE
• Mileage reimbursement.
• Flex schedule.
• Hybrid work options.
• Potential for school credit hours.

TO APPLY
To apply, please send your resume and cover letter via email to kelly@sccommunityloanfund.org with the subject line “Program Coordinator (Intern).” Application Deadline: April 1, 2022

It is the policy of the South Carolina Community Loan Fund not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, marital status, sexual orientation, gender identity or veteran status.