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WWBIC is a CDFI organization that has served 72,709 clients since its inception 35 years ago. Since 1987, we have also loaned more than \$107 million to small business borrowers and helped entrepreneurs create and retain 18,027 jobs. In 2022 alone WWBIC closed \$8,511,667 in small business loans, the SBA Payment Protection Program (PPP) (\$2.7 million), and Community Block Development Block Grant (CDBG) forgivable loans (\$240,000) and KIVA loan (\$720,000). We remain central to the small business recovery and restart here in Wisconsin by supporting micro and small businesses in our local communities and throughout the state – those creating jobs and employment while providing needed products and services.

We are currently recruiting an individual to support our mission in the following capacity.

Regional Office Coordinator – Southwest (La Crosse)

The Regional Office Coordinator is responsible for administrative, program and community outreach support for the southwest region of Wisconsin. The ROC will help establish and maintain a professional & friendly environment in the office and will be the first point of contact for all phone calls and guests. They will have responsibility for a variety of administrative and technical tasks that support our educational programming, events and regional staff. This may include class preparation & set up of online or in-person training, collecting payments & required forms, coordinating meeting materials, reminder calls/texts, event/class promotion, and attending classes or events on behalf of WWBIC. In addition, they will help fill classes through outreach, recruiting volunteers and sharing the story of WWBIC.

The position requires 3 years of experience in an administrative position and a high school diploma or GED. An Associate degree is preferred. Must have solid Microsoft Office skills, familiarity with Zoom or other webinar/meeting technology, experience with social media, and the ability to function independently in a fast-paced busy office. Excellent relationship building, flexibility, organization, and communication skills are critical for success. Must have ability to work occasional evening and weekend hours. Valid driver's license & proof of insurance is required.

Salary: \$34,795 - \$42,693

To apply, please email a letter of application, resume & salary requirements to jobs@wwbic.com

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