

Maui Economic Opportunity, Inc.

Job Description



Job Title: Bridge Grant Specialist (Temporary Position)
Department: Business Development Center
Reports To: Director of BDC
FLSA Status: Nonexempt
Prepared Date: November 2023
Updated Date:
Pay Grade: H19 (\$22.28 per hour)

SUMMARY:

Reviews loan submittal; determines eligibility, collects required documents and processes payment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with BDC team to review and process grant applicants and payments.
- Assist applicants with completing applications and submitting required documents.
- Ensure applications are complete and processed in a timely manner.
- Notify applicants of the amount of the award and applicants who are deemed ineligible
- Refer applicants to other MEO services as appropriate.
- Collect and compile data and complete reports as needed.
- Receive and disseminate information of interest and/or importance to client.
- Maintain a high level of customer service ensuring that client's needs are met.
- Understand, follow and supports all safety policies and programs.
- Ensure confidentiality of all client records.
- Regular attendance.

NONESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- None

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of small business operations.
- Ability to navigate a smart sheet database
- Working knowledge of case management principles and processes.
- General understanding of community history, traditions and beliefs.
- Understands and relates to diverse cultural backgrounds and various social and economic levels.
- Excellent interpersonal skills, which include, written, verbal and listening.
- Working knowledge of interviewing techniques and public relations.
- Cooperative team player and a desire to help others.
- Knowledge and application of proper telephone etiquette.
- Organized, detail, and tasks oriented.
- Working knowledge of computer applications including desktop applications and data entry.
- Basic typing skills and the ability to use standard office machines.

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- Ability to work varied shifts, which may occasionally include nights and weekends.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in business or a related field; or, equivalent combination of education and experience.

LANGUAGE SKILLS:

- Ability to read, disseminate and interpret documents.
- Ability to speak effectively.

MATHEMATICAL SKILLS:

- Ability to review financial related to the grant application.
- Ability to do basic addition, subtraction, multiplication, and division in all units of measure.

REASONING ABILITY:

- Ability to apply sound judgment to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to interact, relate and have compassion for persons with mental and/or physical disabilities.
- Ability and desire to help those less fortunate.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver's license and access to an insured vehicle.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently required to sit; use hands to finger, handle, or feel; and talk or hear.
- Occasionally required to stand, walk, and reach with hands and arms.
- Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.