

State of Alabama
Alabama Department of Economic and Community Affairs
401 Adams Avenue, Montgomery AL 36104

1. Bank Loan Coordinator
2. Housing and Facilities Program Coordinator

The Alabama Department of Economic and Community Affairs (ADECA) has two contract positions available for: (1.) **Bank Loan Coordinator** and (2.) **Housing and Facilities Program Coordinator**. Both positions are located in Montgomery, Alabama.

The **Bank Loan Coordinator** will be responsible for implementing the U.S. Treasury's State Small Business Credit Initiative program (SSBCI). The position requires a degree in finance, banking, or related field with knowledge of or experience in business and credit analysis, loan underwriting/management, capital markets, banking regulations, SBA programs, Community Reinvestment Act, and reporting and audit process. The position will entail developing complex documents, speaking in public, promoting/marketing the SSBCI, analyzing loans and businesses, and managing the overall SSBCI program.

The **Housing and Facilities Program Coordinator** will be responsible for assisting with the housing recovery efforts related to recent tornadoes, and assisting staff with other on-going programs such as Community Development Block Grant and Neighborhood Stabilization Programs. The position requires a four-year college degree with several years of experience managing and implementing federal construction grants related to housing and public facilities. The position will entail developing grant proposals, reviewing programs, administering grants, communicating with elected officials and the general public, and preparing reports.

Salaries for these positions will be commensurate with education and experience. Interested individuals should email resumes to shabbir.olia@adeca.alabama.gov or mail resumes to Alabama Department of Economic and Community Affairs, 401 Adams Avenue, Montgomery AL 36104, Attention: Shabbir Olia, by July 15, 2011. For questions, please call 334-242-0492.

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