



New Hampshire Community Loan Fund
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Mortgage Loan Origination Assistant

The organization

The New Hampshire Community Loan Fund, a community development financial institution founded in 1983 and based in Concord, N.H., is nationally recognized as an innovator in the field of community development finance and has a rich history of providing access to capital to achieve home ownership, business growth, climate solutions, sustainable agriculture, childcare, and cooperatives that secure and protect access to affordable housing.

Diversity, equity, and inclusion have always been integral to our success. We are an Equal Opportunity Employer, and our employees are people with different strengths, experiences, and backgrounds who share a passion for improving people's lives.

We are growing our staff to meet the needs of the state's people, businesses, and communities.

The opportunity

The Mortgage Loan Origination Assistant provides support for the single-family housing program.

The person in this position works closely with the Mortgage Loan Originators to ensure timely and reliable processing of applications for credit decisions, data entry, and customer service. This position also provides backup support for other team members as needed.

The successful candidate will have a passion for our mission and an enthusiasm for bettering New Hampshire's communities. Familiarity with loan origination software is preferred but we are willing to train someone with strong administration skills. Bilingual fluency is preferred.

We offer a hybrid work plan that combines remote work with time in our Concord office. Starting salary is \$57,000 with comprehensive benefits.

If this description is a good fit, we would love to hear from you! Please send a resume with cover letter to jobopening@communityloanfund.org.

No phone calls, please.

Equal Opportunity Employer

Visit us at www.communityloanfund.org.