



BRIDGEWAY CAPITAL

PITTSBURGH

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1001 State Street
Suite 1400
Erie, PA 16501
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UNIONTOWN

30 E. Main Street
Suite 200 E
Uniontown, PA 15401
T 412.912.9928
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Lending Administrative Assistant Bridgeway Capital Pittsburgh, PA

ABOUT BRIDGEWAY CAPITAL

Bridgeway Capital is a social impact investor that focuses on equitable economic growth in underserved areas by providing impact-driven lending and programs to grow businesses and revitalize places. A nonprofit alternative to banks, Bridgeway lends to small businesses, nonprofits, and real estate projects that have a positive community impact. More than a lender, Bridgeway is a partner for business growth that prepares entrepreneurs to be capital ready and builds their capacity through business assistance programs. Bridgeway is a nonprofit and Community Development Financial Institution (CDFI) certified by the U.S. Treasury Department. For more information, visit www.bridgewaycapital.org.

JOB SUMMARY

Bridgeway Capital seeks an Administrative Assistant to support Bridgeway's Lending Department. This is a full-time position. The Administrative Assistant will report to the Lending Team Leader.

- Provide ongoing business support to the lending team.
- Create and maintain files, databases, and reports.
- Loan documents preparation and upload.
- Collect and analyzes customer financial statements
- Assesses the eligibility of potential borrowers.
- Assist and coordinate internal parties involved in the loan application process.

JOB KNOWLEDGE, SKILLS, AND ABILITIES

- Strong verbal and written communication and skills
- Capacity to work independently and motivation to achieve goals with minimal supervision.
- Proficiency in MS Office (MS Excel and MS PowerPoint)
- Attention to detail and problem-solving skills.
- Strong organizational skills with the ability to multi-task.

EDUCATION/EXPERIENCE

- Commitment to the work of nonprofit organization and making impact in the community.
- Preferred 2-Years Associate Degree.
- 4 years' experience in the field or related area.

COMPENSATION

Competitive salary based on experience. Comprehensive benefit package includes health, dental, vision, life and disability insurance, retirement plan and flexible spending accounts.

APPLY

Interested candidates should submit a resume to Shawn Thomas, Lending Team Leader at stthomas@bridgewaycapital.org.

BRIDGEWAYCAPITAL.ORG



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JOB SPECIFICATIONS & AMERICANS WITH DISABILITY SPECIFICATIONS

This position is primarily performed at Bridgeway's various office locations and across Bridgeway's Southwestern Pennsylvania territory in client meetings and community events. Commuting and event attendance will be required, and candidates are expected to have access to consistent personal transportation. Due to COVID-19, this position has both in-office and remote hours, with the intent to return to the office when possible. Driver's license and personal vehicle are preferred. Occasional driving throughout western Pennsylvania is required, and candidates are expected to have a valid driver's license and easy and regular access to a car.

This job description is not all inclusive and it is not intended to create nor be construed as an express or implied contract of employment. Bridgeway reserves the right to interpret, amend, or terminate any job description, plan, policy, program, procedure, practice, or benefit at any time at its sole discretion."

The person in this position needs to regularly sit, utilize manual dexterity and repetitive finger motion, speak, hear and see with close vision. Individuals must occasionally lift up to twenty-five pounds, push or pull, reach or stretch, and utilize distance vision, color discrimination, peripheral vision, depth perception, and focusing ability. This position is primarily performed in an office environment with occasional exposure to outdoor weather conditions.

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