



Loan Administration Associate Job Announcement

Department: Loan Administration

Reports To: Loan Administration Manager

Status: Regular, Full-time

Supervisory: No

Classification: Hourly, Non-Exempt

Hiring Salary Range: \$25 - \$31/hour

Job Location: California FarmLink Main Office - Aptos, CA, with potential for a hybrid schedule

Position Summary

The Loan Administration Associate supports the onboarding, servicing, and ongoing administration of agricultural and fisheries loans. This role works closely with the Loan Administration team and Loan Officers to ensure accurate loan records, timely servicing, and responsive customer support while helping maintain the overall health of the loan portfolio

Essential Duties and Responsibilities

Under the supervision of the *Loan Administration Manager*:

Loan Documentation & Onboarding

- Prepare and process loan documentation for new and existing loans.
- Set up and maintain loan files and collateral records.
- Onboard new loans in the loan servicing system, ensuring accurate data and documentation.
- Assist with loan modifications and restructures as needed.

Loan Servicing & Account Support

- Monitor loan accounts and identify potential issues or delinquency concerns.
- Serve as a primary point of contact for borrowers regarding servicing questions.
- Coordinate with internal teams and external partners to support loan servicing activities.
- Support complex servicing matters such as forbearances, reaffirmations, or collections.

Payments & Monitoring

- Process and record loan payments and daily cash receipts.
- Assist with billing, invoicing, and late fee processing.

Reporting & Team Support

- Prepare routine loan and portfolio status reports.
- Provide loan officers with updates on outstanding servicing or documentation items.
- Assist with special projects and additional duties as assigned.

Requirements

Required

- Associate degree or equivalent combination of education and experience or experience in lieu of education (3+ years).
- Proficiency with Google Workspace and Microsoft Office.
- Strong organizational, time-management, and communication skills.
- Ability to manage multiple priorities with attention to detail.
- Professional demeanor with a customer-service mindset.
- Ability to maintain confidentiality and work independently.

Preferred

- Bilingual English/Spanish.
- Experience with loan documentation or loan servicing systems.
- Familiarity with agricultural or small business lending.
- Notary Public license or willingness to obtain one.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change over time.

Physical Requirements:

Frequent sitting, keyboarding, standing, walking. Work may require extended time on the telephone or conducting one-on-one or small group meetings. Occasional presentations to large groups (20+) may be required.

Who We Are

California FarmLink invests in the prosperity and well-being of farmers, ranchers, and fishers who have limited access to financial resources. FarmLink envisions a healthy food system where farmers and ranchers have opportunities to build wealth and conserve natural resources. We strive for equitable access to opportunity, resilient working landscapes, fairness and accountability, and learning from small farmers and ranchers from all walks of life. As a 501(c)(3) non-profit Community Development Financial Institution (CDFI), FarmLink has established one of the nation's most robust economic engines to support farmers of color and invest in the success of small farms, ranches, and fishing businesses in California.

FarmLink is a growing, fast-paced organization made up of energetic professionals dedicated to making change in their communities. We strive to foster a collaborative, team-oriented workplace that supports innovative and entrepreneurial approaches to small business development. FarmLink seeks people inspired by a passion for issues of sustainability, regenerative agriculture, and social equity in California agriculture.

California FarmLink offers a generous benefits plan, including health insurance after 30-60 days (depending on start date), employer contribution to a 403b retirement plan, paid vacation, and a family-friendly and flexible work environment. California FarmLink maintains a drug-free workplace and is an equal opportunity employer. We seek candidates who represent the diversity of the communities we serve and strongly encourage you to apply.

Benefits offered by California FarmLink

- Competitive salary
- Flexible Spending Account (FSA) and Health Savings Account (HSA) options
- Health, dental, and vision insurance with a portion of premiums paid by FarmLink
- 403(b) Retirement Plan
- Professional development stipend
- Employee Assistance Program (EAP)
- Generous paid time off, including vacation and sick leave
- Paid Holidays + Two Floating Holidays

How To Apply

Please use the subject line “**Loan Administration Associate**” and email a thoughtful cover letter explaining your interest in the position and organization, along with your resume to:

humanresources@cafarmlink.org. No phone calls, please.

Posted: 1/23/26

California FarmLink is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.