GREENLINE ACCESS CAPITAL
BREAKING BARRIERS TO ENTREPRENEURIAL SUCCESS

JOB DESCRIPTION

Business Services Specialist (part-time)

Location: Philadelphia, Pennsylvania
Reports To: VP of Business Lending

Greenline Access Capital is a nonprofit 501 (c)(3) financial services organization founded in 2021 on the principle of providing equitable access to financial resiliency and wealth through entrepreneurship. We are a loan fund and an emerging Community Development Financial Institution (CDFI) serving Philadelphia and expanding some services to Delaware, Bucks, Chester and Montgomery counties. Greenline Access Capital's (Greenline) customized lending products and services offer holistic support to entrepreneurs in achieving their business and financial goals.

Greenline provides character-based loans of up to $25,000. Financial security is one of the core values, with an emphasis on bringing the financial resources needed to establish, stabilize, and grow businesses. To ensure successful entrepreneurship, we also support our clients in building credit, becoming banked, building wealth, and preparing for homeownership.

POSITION DESCRIPTION

Duties and responsibilities include but are not limited to the following areas:

Expand Greenline's Service Area

- Create new partnerships in the collar counties (Bucks, Montgomery, Chester, Delaware) through community outreach, relationship-building and collaboration (Chambers of Commerce, public libraries, government agencies, community organizations, community development corporations, and others).
- Conduct business training and workshops, as well as information sessions and one-on-one business assistance with prospective clients and partner organizations in the surrounding counties.
- Maintain a list of all attendance at workshops, conferences, and outreach events.
- Coordinate with appropriate Greenline staff members to maintain an accurate list of prospective clients and follow-up.
- Prepare reports, track performance metrics, and maintain accurate records.

Business Counseling and Client Follow-Up

- Provide specialized support to Greenline clients in areas such as finance and operations.
- Assist clients in developing business and growth plans.
- Analyze market trends, competition, and performance data for various client industries.

- Maintain a list of preferred vendors/professionals and organizations that help small business owners.
- Provide clients with referrals to other business services and programs, and serve as liaison with those organizations.
- Perform targeted outreach activities to inform small businesses about new opportunities and grants for their businesses.
- Manage client relationships, communications, and service delivery.
- Enter all details about client contact into Greenline's database on a daily basis, to maintain updated information and provide input for monthly reports.

General Program Support

- Provide the organization with program assistance and support as needed.
- Support the organization's reporting requirements as needed.

Relationship development

- Participate in relevant networks of community economic development and sustainable development practitioners across the City and the region.
- Conduct business training and workshops, as well as information sessions with partner organizations in Philadelphia.
- Represent Greenline at conferences, events and functions when needed.

General

- Practice safety in all aspects of the job.
- Demonstrate respect at all times.
- Ensure compliance with company policies, regulatory requirements, and industry standards.
- Other duties as assigned.

QUALIFICATIONS AND CHARACTERISTICS

Knowledge and experience:
Bachelor's degree in business administration or a related field, with 3 to 4 years of experience directly related to the duties and responsibilities specified. Strong computer skills proficiency in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint. Working knowledge of business and entrepreneurship, budgets and financial statements. Excellent oral and written communication skills, and strong interpersonal relationship skills. Strong organizational skills, attention to detail, and the ability to manage deadlines and comply with reporting requirements.

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Personal characteristics:

- Committed to innovation, sustainable development, and economic, environmental, and social justice
- Highly self-motivated, well-organized, attentive to detail, creative, and able to work on multiple projects at once while setting clear priorities

Communications:

- Strong writing skills with the ability to write clearly for a general audience
- Strong group facilitation skills and public speaking experience
- Strong interpersonal communication skills and the capacity to work constructively in teams

Physical:

- Manual dexterity needed to operate a computer and printer/scanner
- Able to perform assigned duties in a time-efficient manner
- Valid driver's license and the ability to drive
- Equal employment opportunity will be given to qualified persons with disabilities. Reasonable accommodation, as defined by applicable law, is available to all employees when a disability affects the employee's performance of their job functions.

Preferred qualifications and characteristics:

- Experience as an entrepreneur or working with entrepreneurs
- Experience with program management

Additional Information

This is a hybrid part-time position, 25-29 hours per week, with remote work allowed 1-2 days per week. Extensive travel to the four collar counties will be required, with mileage reimbursed.

The position offers a competitive salary based on experience and a generous benefits package with paid time off and sick leave. The office location is Greenline's Headquarters 3525 I Street, Unit 111, Philadelphia, PA.

How to Apply

To apply, please send your resume and cover letter to info@GreenlineAccess.org by Friday, 11/20/2026. No phone calls, please.