

## Job Requisition

- Employing Unit:** Colonial Farm Credit
- Position Title:** Loan Officer Intern  
(one position; location TBD based on location of successful candidate)
- Pay Rate:** \$16 per hour

Colonial Farm Credit ([www.colonialfarmcredit.com](http://www.colonialfarmcredit.com)) is an agricultural credit cooperation and provides loans for:

- Production capital for both full-time and part-time farmers
- Buildings, machinery, livestock or equipment
- Farms and country homes
- Land purchase, home construction, or improvements
- Ag-related businesses

### Position Summary:

We have an excellent employment opportunity for a loan officer Intern in one of our main offices (Mechanicsville, Tappahannock, Windsor, or Farmville VA) near the successful candidate's residence.

This position will

- Collaborate with other branch employees to assist with customer event preparation and implementation
- Assist with setup at agricultural events where Farm Credit has a sponsored presence
- Assist with various marketing and public relations activities
- Write content for Association *Leader* newsletter publication and influencer email newsletter
- Travel to Association branches to learn the Colonial Farm Credit agricultural territory and participate in farm visits
- Work with Association loan officers to learn the primary functions of the loan officer position:
  - serve present and prospective member customers with sound short-term, intermediate-term, and long-term loans according to Association and district policies, standards, and procedures
  - formulate business development strategies that target potential Farm Credit member customers, as well as referrals from builders, realtors, and other sources
  - represent the Association at local events and meetings
  - promote related services to all current and prospective member customers

### Requirements:

- Currently pursuing a bachelor's or graduate degree in an agricultural field (agricultural economics preferred), finance, or economics
- Must be in good standing academically with a minimum 3.0 GPA and have a minimum of one semester remaining in related program
- Experience in agriculture preferred, but not required
- Ability to maintain confidentiality

- Strong analytical, judgment, and communication (oral and written) skills
- Ability to work in a team atmosphere
- Experience in Microsoft Office products such as Word, Excel, and PowerPoint with ability to learn new software
- Must be independent, motivated, and adaptable
- Must possess a Virginia driver's license and reliable transportation with the ability to travel to and from various offices and events within the Colonial Farm Credit footprint (an Association-owned vehicle will be provided to the extent possible)
- Acceptable background reports (credit, criminal, driving, and drug screen)

**Main Office Locations:**

- Mechanicsville office, 7104 Mechanicsville Turnpike, Mechanicsville VA
- Tappahannock office, 135 Queen Street, Tappahannock VA
- Hughesville office, 7431 Leonardtown Road, Hughesville MD
- Windsor office, 11295 Windsor Blvd, Windsor VA
- Farmville office, 1700-A South Main Street, Farmville VA

**Applications Accepted Through:** Tuesday, January 31, 2023

**NOTE:** Position available beginning summer 2023 (flexible). Internship does not include housing or employee benefits.

