

## US Savings Bank - Community Reinvestment Act (CRA) Specialist

### Job Description

Union Savings Bank is seeking a high energy detail-oriented professional that will interact with internal and external stakeholders while being a part of a team that interacts in impactful community partnerships and outreach efforts on behalf of the Bank.

### Principal Duties and Responsibilities

- Filing, typing, copying, binding, scanning etc.
- Organize and schedule appointments/visits with community partners.
- Request, obtain and maintain information from employees for tracking service hours.
- Assist in the preparation of regularly scheduled reports.
- Process invoices and sponsorship requests.
- Manage and coordinate Bank sponsored events and sponsorships.
- Develop and maintain contact lists and community partner database.
- Provide information by answering questions and requests.
- Contribute to team effort by accomplishing related results as needed.

### Skills and Qualifications

- Work well independently in a fast pace environment and as a member of a team.
- Excellent communication skills.
- Exhibit polite and professional communication via phone, e-mail and mail.
- Excellent time management skills and the ability to prioritize work/multi-task.
- Experience with Microsoft Office.

### Education and Experience

- High school diploma or equivalent education required.
  - Knowledge of appropriate software including: Microsoft Word, Excel, Outlook, Microsoft PowerPoint and Adobe Acrobat.
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- *Job Security! We have **never** furloughed anyone – even in the worst of financial times*
  - *Union Savings Bank has been in business for over 116 years*
  - *A large company with a warm, small company feel*

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.

Job Type: Full-time

Contact Gail Williams at [glwilliams@usavingsbank.com](mailto:glwilliams@usavingsbank.com).