

## **SEG Partnership - Branch Coordinator**

### **SUMMARY:**

Assists in the direction and administration of the operations and business development efforts of the SEG Mini-Branch for the credit union's SEG partnership. These partnerships offer services to the current membership of the SEG, as well as limited services to potential members from the SEG.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Responsible for marketing the information designed to keep the SEG partnerships informed of the credit union products and services by; distributing the fact sheets, news releases, and videos; by performing the classroom presentations for members and potential members to inform them of the credit union's mission, and culture; by installing display racks, pamphlet racks, and posters, and attending appropriate SEG functions as needed to promote the branch to members and potential members.
- Works with the branch staff, as well as members to continually evaluate, promote and improve the branch services.
- Required to provide back up for the training and assistance to the employees and members for efficient and effective service delivery.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)