

## **Support Personnel NILS (Volunteer)**

### **Taree and Port Macquarie**

MSS is looking for an enthusiastic and committed volunteer to join our No Interest Loans Scheme (NILS) team.

NILS offers people on low incomes safe, fair and affordable loans for fridges, washing machines, and furniture, as well as education and medical expenses.

NILS is a service of Good Shepherd Microfinance that MSS is proud to offer to our community.

It is desirable that the successful applicant can commit to the role for a minimum of 12 months. The role includes:

- Answering phones and responding to enquiries in an efficient and timely manner by phone or email;
- Providing loan application packs to prospective borrowers in person, via mail or email;
- Collecting and checking loan application documents;
- Assisting with general office duties;
- Calendar management, including making and following up client loan interview appointments;
- Promoting the program; and
- Maintaining client confidentiality and following the policies and procedures of Good Shepherd Microfinance.

In the first instance please contact Lisa Stevens, Volunteer Recruitment Facilitator on 6551 1800 or [volunteer@mssinc.org.au](mailto:volunteer@mssinc.org.au)



**mss**

Empowering People,  
Strengthening Communities

