

## Spring 2015 Internship

### **ORGANIZATION DESCRIPTION**

OBDC Small Business Finance's mission is to create economic opportunity by empowering entrepreneurs. Through innovative partnerships we provide business owners with capital, education, and relationships that allow them to flourish. Our collaborative approach helps our borrowers create jobs and stimulates economic development in low-to-moderate income communities.

### **OUR SERVICES:**

- Our loan products include micro and small business term loans with low fees and competitive interest rates.
- One-on-one business advising is available during the loan application process and while paying the loan.
- Our post-loan education platform includes workshops, roundtables, and an online platform to engage with fellow borrowers.
- We collaborate with our partner organizations to provide additional business support opportunities and events.

### **INTERN POSITION DESCRIPTION**

This position primarily supports the organization's efforts around impact evaluation, marketing, development, and other special projects. Work plans will be developed to best fit the organization's needs and the intern's interests. This position reports to Katie Taylor, Manager of Marketing and Special Projects.

This internship will be supporting various OBDC departments and initiatives, including:

- Survey compilation and analysis: tracking responses to OBDC's bi-annual survey, entering the data in Salesforce, compiling key data in analytical spreadsheets, and assessing the results;
- Impact Assessment: assisting team with building robust impact assessment data
- Research and Analysis: support research and tracking efforts around an Oakland business corridor and its existing businesses;
- Qualitative data collection and borrower profile creations: interview and photograph existing borrowers and write short profiles for marketing and development purposes.
- Other support for department and special projects that may arise.

### **BENEFITS**

This is an excellent opportunity for a motivated recent graduate with strong analytical skills who wants exposure to the fields of Community Development Financial Institutions and small business lending work by participating in key initiatives of a rapidly growing organization.

- Learn and apply skills to work in the field of small business finance, with an innovative and established CDFI that is empowering entrepreneurs.
- Learn and apply skills in impact evaluation and resource development, including data collection and analysis.
- Build organizational capacity by contributing to systems that allow us to share impact information with funders and the public.
- Gain valuable knowledge about economic development and business support services, and contributing to furthering the mission of OBDC.

**REQUIRED QUALIFICATIONS**

- Undergraduate or Graduate degree with demonstrated research and analysis skills.
- Software proficiency including Microsoft Word, PowerPoint, and Excel.
- Adept at learning to use new software; very comfortable with technology.
- Excellent verbal and written communication skills.
- Superb attention to detail.
- Strong time management ability.
- Self-starter who can work with minimal supervision and be comfortable in an evolving nonprofit environment.
- Ability to work with diverse groups, including community-based organizations, public agencies, small businesses, and financial institutions.
- Comfortable meeting deadlines in a fast-paced setting.
- Passion for economic development and empowering entrepreneurs.
- Legally authorized to work in the United States of America.

**DESIRED QUALIFICATIONS**

- Experience in any of the following: economic development, community development, small and/or micro business development.
- Experience using Salesforce (an online CRM system).

**OBDC SUPPORT:** OBDC will endeavor to provide the Intern with outside opportunities as they arise to learn more about the organization and the field, including networking and meeting with other organizations in the field.

**DURATION AND TIMING:** This position will be structured as either a part-time or full-time, paid three month fellowship. Compensation will be \$5,500 - \$7,500 for 12 weeks for a full-time position, depending on experience, and there may be an opportunity to extend the internship. Part-time position compensation will be determined based on the hours worked per week. Internship begins March 9, 2015.

**LOCATION AND HOURS:** Monday-Friday, 9 AM to 5 PM, at the OBDC offices in downtown Oakland.

**HOW TO APPLY:** Please email cover letter and resume to [katie@obdc.com](mailto:katie@obdc.com).

*OBDC Small Finance is an EEO employer that actively pursues and hires a diverse workforce.*

*Please, no phone calls. Applicants only; recruiters please do not respond to this ad.*