

Veterans Program Internship 2015

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 internship primarily supports the organization's efforts around expansion of services for veteran business owners in California. Work plans are developed to best fit the organization's needs and the intern's interests. This position will report to Noah Harris, Vice President – Veterans Program.

This position will be responsible for supporting various functions of the Veterans Program, including:

- Conducting and documenting research about veterans, with a focus on issues impacting employment and small business ownership,
- Assisting with follow up to prospective and current borrowers to collect documents and additional information needed,
- Assisting with communications efforts with various stakeholders and events,
- Supporting systems development for the program, including administrative functions, and
- Other support for the 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.
- Work closely with OBDC loan consultants and senior program staff to support programs, initiatives, and portfolio development.
- Gain valuable knowledge about small business lending and business support services, and contribute to furthering the mission of OBDC.
- Build organizational capacity by contributing to systems that allow the veterans program to grow.

- Gain valuable knowledge about economic development and business support services, and contributing to furthering the mission of OBDC and serving veterans.

REQUIRED QUALIFICATIONS

- Undergraduate or Graduate degree with demonstrated skills in research and communications.
- 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.

DESIRED QUALIFICATIONS

- U.S. military veteran or active duty serviceperson on leave.
- 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.

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.