

Kiva Coordinator Intern - Boston

ACCION USA is a private, nonprofit organization that provides microloans and other financial services to low- and moderate-income entrepreneurs who are unable to access bank credit for their small businesses. With economic opportunity, these entrepreneurs--often minorities and women--can build assets, better provide for their families, and strengthen their communities.

Job Description:

The Kiva Coordinator Intern position is a competitive opportunity for an individual interested in the field of microfinance and the P2P domestic micro-lending model. As Kiva's first field partner in the United States, ACCION USA has a strong relationship with Kiva. The selected intern will be responsible for maintaining and improving this partnership by collaborating with various stakeholders, optimizing ACCION USA's visibility on Kiva, and ensuring a smooth internal coordination process.

Responsibilities:

- Work closely with both the Lending and Communications teams to facilitate strong Kiva Borrower profiles. Must gain complete understanding of the Kiva process and the policies, including privacy issues, involved.
 - Track weekly reports of disbursed AUSA loans and work with Loan Consultants to endorse their clients on Kiva.
 - Collect and organize all client documents necessary for Kiva.
 - Contact Kiva clients to conduct interviews and take photographs about their business.
 - Write profiles about the clients based on loan information and the interview.
 - Manage the information internally and upload the client profile onto Kiva's information system.
 - Provide updates about the clients and upload them onto Kiva's website.
 - Update informational Kiva materials and training manuals used by Loan Consultants.
 - Assist with development of internal reports for AUSA and Kiva.
- Additional duties: Marketing and Outreach
 - Create blogs and videos from experiences with clients and AUSA events.
 - Work to expand AUSA's online visibility by supporting its social networking initiatives through Facebook, Twitter, blogging, etc.
 - Spread awareness about US Microfinance and AUSA through AUSA's lending team on Kiva, outreach projects with the Microfinance Council, and other creative strategies.

Qualifications:

- English/Spanish bilingual preferred
- Knowledge of Kiva.org
- Excellent writing skills in English
- Strong communication skills; ability to work comfortably with clients, partners, and staff.
- Strong skills with Microsoft Office (Excel, Word, PowerPoint) and web applications
- Excellent organizational skills and detail-oriented
- A self-starter with creative problem-solving skills
- Flexible and willing to help as needed

Time Commitment: 30 hours per week

Start date: May 21, 2012

End date: August 24, 2012

Application: Please send resumes and cover letters to jobs@accionusa.org. Please specify "Boston Kiva Coordinator Intern" in the subject line.

There is no stipend for this volunteer position.
