

Microlending Intern – New York

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 ACCION USA Microlending internship is an opportunity to learn and apply skills to work in the field of domestic microfinance. Lending Interns work closely with the ACCION USA loan consultants to grow and strengthen the lending portfolio. From the beginning of the micro lending process, interns provide outreach and intake while assisting in the stages of document collection and final disbursal--gaining a valuable knowledge about domestic microfinance and are instrumental in furthering the mission of ACCION USA.

Responsibilities:

- Identify, initiate, and manage strategic community partnerships in new markets. Increase quality referrals from entities such as financial institutions, nonprofit organizations, government agencies, accountants, lawyers, student-run microfinance groups and direct to small businesses.
- Provide friendly, knowledgeable, and helpful customer service to clients' inquiries about ACCION USA's loan program and requirements.
- Work directly with clients to obtain application information and documentation for individuals who pre-qualify for a small business loan.
- Review loan documentation regarding applicants' financial ability to repay a loan.
- Represent ACCION USA at networking events, financial education seminars, and university microfinance community meetings, positioning our organization as a leader in alternative financing.

Qualifications:

- Excellent written and oral communication skills
- Spanish language proficiency
- Commitment to the field of microfinance and ACCION USA
- Knowledge of credit and/or small business a plus

Time Commitment: 30 hours per week

Start date: May 21, 2012

End date: August 24, 2012

Application: Please send resume and cover letter to jobs@accionusa.org. Please specify "NYC Microlending Intern" in the subject line.

There is no stipend for this volunteer position.
