

LiftFund

INTERN JOB DESCRIPTION

DALLAS & FT. WORTH OFFICE

Background:

LiftFund is a multi-state non-profit microfinance company and small business lender that help new and existing entrepreneurs successfully grow their business. LiftFund is based in San Antonio with offices in Texas (Austin, Brownsville, Corpus Christ, Dallas/Fort Worth, El Paso, Houston, Laredo, McAllen), Louisiana (Alexandria, Baton Rouge, New Orleans, Shreveport), Alabama, Arkansas and Missouri.

Mission Statement:

The mission of Liftfund is to provide credit to small businesses that do not have access to loans from traditional sources, and to provide leadership and service to the small business lending field on a national level.

Vision Statement:

The vision of LiftFund is to become a leading, financially stable organization capable of providing business credit and services to a significant number of businesses and self-employed people throughout the states of Texas, Louisiana, Arkansas, Missouri and Alabama.

Position Title: Intern

Reports To: Lety Lopez, Processor II

Qualifications and Attributes Sought:

- Passion for organizational mission.
- Highly accountable, dependable and responsible
- Willingness to learn and work independently, positive, outstanding communication, interpersonal and relational skills
- Highly organized, with attention to detail
- Committed to excellence and continuous improvement
- Problem-solver and results-oriented producer
- Ability to self-manage time and stay on task
- Sound analytical and computer skills (Excel, Word, Power Point, etc.)

- Strong supervisory and teamwork skills
- Spanish Speaking preferred

Job Responsibilities:

- Become knowledgeable of LiftFund Loan Programs and Services
- Provide excellent customer service to walk-in clients and non-clients seeking information on LiftFund Loan Services
- Provide staff support in answering office phone calls, responding to emails and general correspondence
- Support Loan Officers in maintaining client files, organizing loan documentation and assisting with client follow up of required loan processing information
- Assist Business Advisor technical assistance services in preparing business plans, internal and external reports, client workshops and seminars, the monthly newsletter and any other activities as requested
- Provide technical services such as system reporting, spreadsheets and power point presentations
- Inspire and motivate team members
- Must have the ability to work some irregular hours, if available
- Other duties may be assigned

Send resume to:

LiftFund

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