



Lending and Administration Intern

Peoplefund is seeking a dynamic and energetic individual to work with lending staff to advance our client servicing and lending capacity. Intern will report to Director of Lending, having close working relationships with loan officers and administrators, and will enjoy hands on work with the clients who need our services. Interns will interface with clients, staff across all departments, governing board, and participate in a variety of networking events and professional development opportunities.



Responsibilities Include:

- Assist in online loan application system based in Salesforce
- Assist loan applicants from application to closing (phone, in person, online and email)
- Process pre and post loan applications
- Maintain and track program specific goals and initiatives, including community impact
- Assist with SBA loan processing
- Guide clients to appropriate mentor programs, workshops, and educational offerings
- All other duties as assigned

Preferred Skills:

- Experience with customer database software and online software applications.
- Outgoing personality eager to interface with clients directly.
- Excellent written and oral communication skills.
- Experience with Microsoft Office Suite.
- Spanish Language a plus.

This position is unpaid, but will offer networking opportunities and avenues for growth. We are looking for a passionate and creative addition to our team. Preference will be given to candidates who are interested in a year-long internship but Spring-semester only candidates will be considered.

To Apply, please send resume, cover letter, and statement of availability to amber@peoplefund.org.

PeopleFund

2921 E. 17th Street | Building D Suite 1 | Austin Tx 78702

512-472-8087 | 512-222-1006 | 512-472-8191

@PeoplefundATX | @PeoplefundDFW