



Impact Measurement and Analysis Intern

Peoplefund is seeking a dynamic and energetic individual to work with the finance and accounting staff, the CFO, while maintaining close working relationships with loan officers and administrators. Additionally, they will enjoy hands on work with PeopleFund clients. 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:

- Gather and analyze cost data, develop solutions, project consequences and evaluate results.
- Ability to prioritize and handle a multitude of tasks quickly and accurately.
- Determine critical vs. non-critical issues and handle accordingly.
- Clearly present to boards, commissions, councils and committees.
- Use Excel at a proficient advanced level for processing large amounts of data maintained by various client tracking systems and development of analytical models and financial projections
- Gain extensive knowledge and expertise in the field of financial planning and investments.
- Assist in financial planning and working with current and prospective clients.
- Work with support staff to establish client records and update their files
- Draw charts and graphs, using computer spreadsheets to illustrate technical reports.

Preferred Skills:

- Accounting experience
- Relevant course work in math and finance
- Interest in micro-lending or loan component of a financial institution
- Administrative experience
- Interest in entrepreneurship
- 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 semester only candidates will be considered.

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

PeopleFund

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