



Job title	Lending Intern
Reports to	Program Manager

Company Description

ASSETS is a non-profit organization focused on transforming communities through business. We are a diverse team of experts with extensive experience in entrepreneurship, social change, and economic development.

We provide training, 1-on-1 coaching, and financing to entrepreneurs and leaders looking to start or grow their business and improve their community. Our mission is to create economic opportunity and cultivate entrepreneurial leadership to alleviate poverty and build vibrant, sustainable communities.

In addition, we have added LANCASTER WORKS which is wholly-owned by ASSETS, and is Lancaster County's first and only full-service pending B Corporation social enterprise employment agency. Our focus is to provide career placement and wrap-around support services for local residents who might otherwise struggle to find meaningful work that pays a livable wage. Our services enhance each worker's ability to succeed in identifying and navigating a path towards their goals!

Position Summary

The Lending Intern will assist with the planning and execution of all Lending related activities and events. S/he will also coordinate marketing efforts to promote community outreach.

Primary Responsibilities

List the primary job duties and responsibilities using headings and then give examples of the types of activities under each heading. Using headings and giving examples of the types of activities to be done allows you to develop a flexible job description that encourages employee to 'work outside the box' and within reason, discourages "that's not my job".

- Assist Lending staff with the collection of documents.
- Assist Lending staff with the processing, underwriting, and closing of loans.
- Compile client engagement data and support the SBA reporting process.
- Support client and community outreach efforts.

Minimum Qualifications

Qualifications include:

- Business major
- Entrepreneurial spirit
- Strong organizational and time management skills
- Strong oral, written, and public communication skills
- Bilingual (English/Spanish) preferred
- Competency in MS Office Suite

Working conditions

ASSETS and Lancaster Works are both office-based organizations. You may share a room with other staff, or even work in a large area alone. The work can be challenging at times with responsibilities for meeting targets and deadlines. Dress can be business casual to professional depending upon occasion. The noise level in the work environment is usually quiet to moderate.

Physical requirements

The physical demands are typical of an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Note

This job description in no way states or implies that these are the only duties to be performed by the intern(s) incumbent in this position. Intern will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Approved by:	<i>Jaime L. Arroyo</i>
Date approved:	<i>08/29/2017</i>
Reviewed:	<i>08/29/2017</i>