



## Paid Summer Intern Position

Wisconsin Native Loan Fund is seeking a motivated intern with an interest in finances, technology, or financial education who would like to help educate others, while gaining real world experience in the world of lending, financial coaching, and grants. The intern will assist with a wide range of duties, including working with WINLF's Grants Manager and Director of Client Development to gather data on how our previous clients are performing. In addition, there will be opportunities to aid in presenting financial education classes and exposure to our lending services. This is a great opportunity for someone who wants to work in finance and service their community.

**Duration:** 10 weeks 40 hours per week.

**Wage:** \$14.00 per hour

**Location:** Lac du Flambeau, Wisconsin

### Requirements:

- Pursuing a bachelor's degree (or attending a Community College to pursue a bachelor's degree) in a business related or IT field with a minimum 3.0 GPA.
- The ideal candidates will demonstrate how they have overcome socioeconomic barriers during their time as a student or have lived in or graduated from a high school in a low- or moderate-income community. All students are encouraged to apply.
- Cannot be a member or relative of WINLF staff or Board of Directors.
- High ethical and professional standards. Confidentiality in all matters.
- Strong written and verbal communication skills.

### Major Duties:

- Contact clients to do follow up survey.
  - Work with Grant Manager to help tell WINLF's and our client's stories.
  - Call and email previous clients to follow up on success after receiving WINLF services.
  - Input client data into database.
  - Help review data once completed.
- Aid in Education Classes presented by WINLF.
  - Setup/take down.
  - Help monitor/administrate virtual classes.
  - Setup online surveys and signup sheets.
  - Help present material.
  - Create power point and other media needed for class.
- Help with Social Media.
- All other duties as assigned.

### Benefits:

- The intern will receive a minimum of 4 hours of professional development training from Associated Bank.
- The intern will be assigned an Associated Bank mentor based on the NFP lender's lending focus.
- Experience working with Grants and Grant reporting.
- Exposure to CDFI Industry, a rapidly growing nationwide industry.
- Work with lending professionals and learn real world requirements for lending.
- Have a positive impact on the local community.
- Increase your financial knowledge.
- Compensation available.

For more information, please contact us at [Info@winlf.org](mailto:Info@winlf.org) or call 715-588-1600

\* Native American preference in hiring.

*Wisconsin Native Loan Fund, Inc. is a non-profit 501(c)(3) Native Community Development Financial Institution revolving loan fund. Wisconsin Native Loan Fund, Inc. provides affordable loans and financial education to Wisconsin Native American communities.*