VALLEY ECONOMIC DEVELOPMENT CENTER

**JOB DESCRIPTION**

**Position: Kiva Micro Finance Program Coordinator**

**Time commitment: 15 hours/week during business hours, will work around school schedules**

**Duration: (6 months) with option to extend to full year**

**Location: VEDC local travel will be required**

**Compensation:**  **This is an unpaid internship**

**About VEDC and Kiva.org**

VEDC is the largest non-profit small business lender in metro Los Angeles and offers direct micro and small business loans as well as SBA 7(a) and SBA 504 loans.  With five locations throughout the Los Angeles area and San Francisco, VEDC has supported the small business owner for over 35 years with the goal of creating and sustaining jobs and businesses in low to moderate income communities by providing high-quality economic development services.  For more information visit [www.vedc.org](http://www.vedc.org) or [www.kiva.org](http://www.kiva.org).

**Position Details**:

Job Responsibilities: Under the supervision of the Director of Microlending, the Kiva Micro Finance Program Coordinator Intern will be responsible for maintaining and improving the VEDC / Kiva partnership. The intern will

Optimize Action’s visibility on Kiva and ensure a smooth internal coordination process. Responsibilities include:

* Storytelling- interviewing Kiva client and writing their story to be posted onto the Kiva website ( up to 10 a month)
* Photography- Taking compelling, high-quality photo of Kiva client to be posted on the Kiva website;

Manage client photography database

* Video- Telling client stories through taking video and editing using video editing software
* Marketing the program and client through Accion communication and social media channels
* Monitoring the progress of all Kiva loans to ensure that they are all funded in time
* Periodically interview and write journal updates on clients
* Periodically update the Kiva Program Manual
* Assist in any other marketing initiatives as required by the Marketing & Resource Manager

**Desired Qualification:**

* Undergraduate ( Junior / Senior )or graduate student
* Must have superb writing skills and be able to tell a compelling story through writing
* Experience in photography, photo-editing and video production is a plus
* Availability for full 6-month internship; option to extend to full year
* Will need vehicle for local travel to interview clients
* Understanding of microfinance and demonstrated interest and passion in the field
* Strong interpersonal and verbal communication skills
* Must be organized, self motivated and demonstrate attention to detail
* Must demonstrate proficiency in MS Word, Publisher, and social media platforms including Facebook,

Twitter, YouTube, Blog site, etc.

**To Apply:**

Please email your cover letter, resume, writing samples, and list of references (1 academic, 2 professional) to:

bNapoli@vedc.org. Writing samples should demonstrate an ability to tell a compelling story about a person.

Due to the high number of applicants for this position, we will only be able to personally contact those we would

like to interview for this position.