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### **OUR MISSION...**

To invest in the dreams of the poor in the world's underserved communities so that they might be released from physical and spiritual poverty.

### **OUR METHOD...**

We offer savings services, small business loans, biblically-based business training, and mentoring and coaching from a Christ-centered perspective.

### **OUR MOTIVATION...**

The love of Jesus Christ motivates us to care for the physical and spiritual condition of the poor.

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## **DOMINICAN REPUBLIC INTERN**

### *Job Description*

**CATEGORY:** Expatriate, Internship

**REPORTS TO:** Branch Manager of assigned office

**LOCATION:** Dominican Republic

### **JOB SUMMARY**

The Dominican Republic Intern will be responsible to assist HOPE's partner in the Dominican Republic, Esperanza International, in various capacities, including: assisting in the gathering, compilation and translation of client stories for HOPE's publications and for Kiva ([www.kiva.org](http://www.kiva.org)), completing specific field-related projects according to the organizational need and talents/abilities of the intern, and assisting where needed with the microfinance services. The intern will be based at a branch office in the Dominican Republic and work alongside the local staff.

### **PRIMARY RESPONSIBILITY**

To promote and fulfill the mission and vision of HOPE International and Esperanza International, HOPE's partner in the Dominican Republic

### **SPECIFIC RESPONSIBILITIES**

- I. KIVA and Communications
  1. Post KIVA stories and fulfill all delegated Kiva journaling assignments;
  2. Monitor and follow up with local branch offices on all potential Kiva loans;
  3. Provide monthly forecasting report on funds available to borrow and repaid through the Kiva program taking into account Esperanza's capacity;
  4. Work with Esperanza and HOPE's communication department in generating three (3) polished client "Success Stories" on a monthly basis;
  5. Develop an exit strategy that will ensure long-term sustainability for the Kiva program;
  6. Assist the Director of Finance in implementing a timely and accurate financial reporting system through oversight and developing clear channels of communication for Kiva program;

7. Help Director of Programs develop training material and presentations for staff that would clearly communicate the benefits and importance of the Kiva program;
- II. Other
1. Strengthen the partnership between Esperanza and HOPE International by sacrificially serving the staff of Esperanza;
  2. Mentor and train local staff when appropriate to prepare them for future institutional roles; and,
  3. Assist with travel plans and other HQ admin tasks as needed.
  4. Participate in office devotions and staff meetings.
  5. Encourage and support staff through new ideas and shared commitment to helping the poor out of physical and spiritual poverty.
  6. Undertake other special projects as assigned by HOPE and Esperanza

*\*Note: Specific responsibilities will vary greatly depending on the assigned branch office-to be determined later.*

**MINIMUM QUALIFICATIONS:**

- I. Personal confession of faith in Jesus Christ and commitment to the mission and vision of HOPE International and Esperanza International
- II. Advanced-level reading, writing and speaking Spanish proficiency
- III. Demonstrated leadership skills
- IV. Strong organizational skills, including effective time management and prioritization of competing demands and multiple deadlines
- V. Strong analytical and problem-solving skills
- VI. Excellent oral, written, and public communication skills
- VII. Advanced computer skills
- VIII. International experience and cross-cultural skills required
- IX. Strong commitment to learning – language, culture, microfinance, etc
- X. Ability to balance multiple demands and deadlines with composure
- XI. Strong ability to operate independently and take initiative
- XII. Pursuing degree in finance, economics, business management, international development or other related field