Mission
To invest in the dreams of families in the world’s underserved communities as we proclaim and live the Gospel.

Method
We share the hope of Christ as we provide biblically based training, saving services, and loans that restore dignity and break the cycle of poverty.

Motivation
The love of Jesus Christ motivates us to identify with those living in poverty and be His hands and feet as we strive to glorify God.

Microfinance Intern
The Microfinance Intern is responsible for supporting the microfinance team with administration, reporting, analysis, and training-related projects.

LOCATION: Lancaster, Pennsylvania
LEVEL: Intern
DEPARTMENT: Microfinance
REPORTS TO: MFI Project Management Specialist

FULL JOB SUMMARY
The Microfinance Intern will contribute to the mission of the microfinance institutions (MFIs) in the HOPE network by preparing quantitative and qualitative reports based on industry and internal network data, assisting with updates to current procedures and systems, and performing other administrative tasks. They will gain greater insight into the microfinance methodology through collaboration with a global network of practitioners on a variety of projects and researching industry trends and proposing applications for the network. During the internship, there will also be professional development opportunities to learn from other departments and leaders within HOPE International and engage with special projects relevant to the intern’s interests.
RESPONSIBILITIES

Promote and fulfill the mission and vision of HOPE International.

Schedule team meetings and capture detailed notes and action items

Research trends in the microfinance industry and synthesize findings into reports for application within the HOPE network

Prepare and analyze network-wide reports to track quantitative and qualitative performance

Assist the functions of the MFI support services team with designing tools and templates for internal analysis, reporting, and learning

Foster a culture of listening and continuous improvement on the team by conducting team surveys and analyzing and communicating results

Update internal professional development courses in the organization’s learning management system (LMS)

Assist the US-based MFI team with other special projects as needed

QUALIFICATIONS

Personal confession of Christian faith and commitment to the mission and vision of HOPE International

Bachelor’s degree or studies in progress in business, economics, finance, international development, or related field

Strong project management skills

Excellent written and verbal communication skills

Excellent interpersonal skills

Strong attention to detail

Able to work independently and as a team

Experienced with Microsoft Office, particularly PowerPoint and Excel

Knowledge of microfinance methodology preferred

Cross-cultural experience preferred

Fluent in spoken and written English

Proficiency in other languages spoken in the HOPE network (French, Spanish, Ukrainian), a plus
Familiarity with areas of emphasis within the support services team, a plus (financial services, financial statements and model, project management or adult learning LMS systems, etc.)

HOW TO APPLY

Apply online at https://www.hopeinternational.org/take-action/careers. Due to the anticipated volume of candidates, we are unfortunately unable to respond to phone calls or individual inquiries.