

Justine PETERSEN Housing and Reinvestment Corporation
Asset Building Associate—MSW Practicum



Justine PETERSEN Housing and Reinvestment Corporation's mission is to connect institutional resources with the needs of low- to moderate-income families so they can build long- term assets. Justine PETERSEN (JP) achieves this goal through its products, which include credit building and financial education, homeownership preparation and retention, and micro-enterprise lending and training. Our people-centered financing breaks barriers and economic divides by building equity, wealth, and financial freedom for diverse families and neighborhoods. JP is a Missouri not-for-profit 501(c) (3) corporation and wholly owns a Community Development Financial Institution (CDFI), certified by the U.S. Department of Treasury.

This is a partially remote to fully remote position, depending on how things change in the coming months.

Learning Opportunities: Direct client service, program management, program evaluation, data collection and analysis, relationship management & outreach.

Key Responsibilities: Student interns have an opportunity to engage in a variety of activities within our Housing, Credit Building, and/or Lending Departments. Possible practicum activities include, but are not limited to:

- Assist with moving clients through the homeownership pipeline by reviewing intakes, providing file management and follow-ups, and maintaining client data
- Review client credit reports, prepare action plans and provide education based on best practices
- Assist with small dollar consumer loan packaging
- Assist with tracking and analyzing data around client progress toward home purchase, credit goals, and small business capitalization
- Engage in research on housing, financial capability and social service best practices
- Provide support for meeting facilitation including scheduling, activity planning and content development
- Conduct reviews of agency policies and procedures
- Develop training and educational opportunities for agency staff and program partners
- Participate in community outreach and partner engagement efforts

Additional Opportunities for Concentration-Level Students:

- Learn assessment, goal-setting, and intervention skills and provide one-on-one counseling sessions for credit, home-purchase, or lending.

This job might be for you if:

You think on your feet. You like learning new things, and you can learn them quickly. When things change, you know how to roll with the punches.

You're a self-starter. You are self-confident. Armed with knowledge of your job and organization you are always looking to make things better for your clients and team.

You are a problem solver. You might not know the answer yourself, but you're going to figure it out.

You pay attention to details. As far as you're concerned, anything worth doing is worth doing right, every single time. You stay focused, and nothing falls through the cracks on your watch.

You might not be a tech wiz, but you learn new programs quickly.

You communicate clearly. You can explain just about anything to anyone, and you're comfortable communicating via email and on the phone.

You can work in an open and lively office.

You believe that a holistic people-centered asset building approach can make a visible difference in the lives of diverse families. You embrace that building credit by accessing and managing financial products is a powerful way to build assets, especially for low-income people.

How to apply:

Email your resume and cover letter to cbaker@justinepetersen.org. In your cover letter, please provide a roadmap for your resume and experience: What parts of your resume should we pay particular attention to? Why are you a great fit for this position?

Part-time position: 1-2 semesters, foundation and/or concentration level students welcome

Job location: St. Louis Office/remote

\$10/hour

Please visit our website at www.justinepetersen.org. EOE