

*Justine Petersen Housing & Reinvestment Corporation (Justine PETERSEN), a Missouri not-for-profit 501(c)(3) corporation, wholly owns a Community Development Financial Institution (CDFI), certified by the U.S. Department of Treasury. Justine PETERSEN's mission of connecting institutional resources with the needs of low- to moderate-income families so they may build long- term assets is obvious by its products, which include credit building and financial education, homeownership preparation and retention, and micro-enterprise lending and training.*

**Position Title:** Small Business Counseling Intern

**Reports to:** Director of Business Lending, Chonda Aiello

**Location:** St. Louis, MO

**Key Responsibilities:** This position will work directly with our microenterprise department, providing customer service and technical assistance to local entrepreneurs.

- Conduct initial intake interviews with prospective borrowers and observe one-on-one counseling sessions.
- Assist with loan applications, processing and closing. Duties may include:
  - Client outreach to schedule initial appointments, make referrals as needed, and obtain necessary documents from microenterprise customers
  - Assist with data entry
  - Maintain accurate client files
  - Assist with loan closings
  - Follow up with clients based on delinquency risk
- Assist staff with organizing and recruiting for “Lunch-n-Learn” workshops, legal clinics and outreach events
- Special projects to be determined in coordination with supervisor

**Minimum Qualifications:**

- Associate degree or student in the process of completing an associate's degree or bachelor's degree in business administration, social work, public policy or has interest in learning more about the asset development field.
- Commitment to working with entrepreneurs who are looking to start-up or expand their businesses
- Ability to work individually as well as part of a team
- Strong computer and data entry skills
- Demonstrated outreach experience required.
- Must have the ability to juggle multiple priorities in busy office environment
- Keen attention to detail

**Part-Time Position:** 15-25 hours per week, for a period of 3-6 months

**Pay Rate:** \$9/hour

**To apply:** Submit cover letter and resume to Cait Baker [cbaker@justinepetersen.org](mailto:cbaker@justinepetersen.org)

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BUILDING ASSETS. CHANGING LIVES.

Please visit our website at [www.justinepetersen.org](http://www.justinepetersen.org).