

Justine PETERSEN Housing and Reinvestment Corporation
Resource Development Intern
Report to Resource Development Manager



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

Key Responsibilities

Passionate about grant management and reporting and accurate reporting to funders. Maintaining and organizing Tableau data reporting while being excited about joining a growing and upbeat team.

Job Duties:

- I. Tech Savvy Intern: Justine PETERSEN continues to work diligently to build upon our current technology and make sure we are up to date with current technology in order to build a strong reporting department.
 - a. Update our reporting software's data to make sure reporting will be accurate for funders: TEA, VistaShare and Tableau
 - b. Advanced Tableau experience highly preferred
 - c. Ability to solve complex data issues and write instructions for future department use
 - d. Innovative, proactive and outside the box thinker when solving technical data issues
 - e. Build out data/Tableau directories.
 - f. Set up new employee's computers if needed

- II. Grant Reporting:
 - a. Learn to complete reports that are needed for our funders on a monthly and quarterly basis
 - b. Accurately report on one complex report during their internship
 - c. Accurately report on 3-6 monthly reports while during their internship
 - d. Work with Resource Development Manager on any special projects requested while an intern

- III. Resource Development Meetings
 - a. Be available for weekly meetings if possible
 - b. Create weekly meetings agenda and notes
 - c. Assist in development and execution of Financial Capability Series and Money Smart Week.
 - d. Conduct outreach and marketing activities to secure strong attendance rates.

- IV. Other duties as assigned
 - a. Make sure meeting tracker is updated by employees to ensure we have
 - b. Excellent verbal and written communication skills and willingness to learn to write a grant if time permits
 - c. Work with other interns on special projects (if needed)
 - d. Research and present new grant ideas