



Boston Community Capital

Boston Community Loan Fund

Research & Impact Intern

Summer 2011

Boston Community Loan Fund is seeking an exceptional undergraduate or graduate level candidate to join our team for an eight to ten week summer internship focusing on researching, measuring, and presenting the social and financial impact of our lending.

Boston Community Loan (BCLF) provides loans to nonprofit organizations, community development corporations (CDCs) and local developers that build affordable housing and provide social and community services for underserved communities. Founded on the firm conviction that low-income communities can sustain debt, we make loans that enhance and stabilize these communities. In Boston Community Loan Fund's 27 year history, we have made loans totaling over \$300 million to affordable housing developers and nonprofit organizations providing services in low-income communities.

The Research & Impact Intern's primary responsibilities and deliverables include:

- Researching peer organizations' best practices around administering surveys and tracking impact at the borrower level
- Editing, improving, administering, and managing the completion of the Boston Community Loan Fund's Borrower Impact survey
- Analyzing and presenting survey findings
- Creating a dynamic multimedia presentation to display the reach and impact of Boston Community Loan Fund's lending

Other responsibilities may develop over time and depending upon the candidate's availability and areas of interest/experience.

Skills and qualifications sought:

- Graduate student preferred; highly qualified undergraduate students are also encouraged to apply
- Understanding of research methods and survey administration
- Excellent working knowledge of Microsoft Word, Excel, Powerpoint
- Proven ability to manage multiple tasks and to meet deadlines
- Excellent verbal and written communication skills
- Knowledge of Access software is desired but not required
- Goal-oriented and self-starting

The position will be 15-25 hours per week for a minimum of eight weeks. The specific hours and schedule are negotiable. This is a paid internship position, reporting to the Portfolio Manager and ultimately to the Loan Fund President.

Please send your resume and cover letter to Gail Berlinger at gberlinger@bostoncommunitycapital.org with subject line: "Research & Impact Intern."

Boston Community Capital is an equal opportunity/affirmative action employer and encourages applications from women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.