

California Capital Financial Development Corporation - Sacramento

GENERAL DESCRIPTION:

Established in 1982, California Capital Financial Development Corporation's focus is on the creation and promotion of community and economic development programs and services that benefit underserved communities through increasing the capacity of entrepreneurs in those communities. We do this as a provider of loan guarantees, bilingual business success forums, financial education classes, as well as a direct lending program. For more information on our programs, please visit our website: www.cacapital.org.

For most of our projects, we rely on data from public databases, data from our programs, and information gathered through our business partners to gain a deep understanding of the diverse communities we serve and the challenges they face as current and potential small business owners.

We are hiring interns with experience or seeking experience in marketing, social media, business research, event planning, web based program development, bilingual translation skills, business financing, advocacy and other potential areas to join our various teams, assist in our current work, identify viable project opportunities, and develop further projects that support California Capital's programs and mission.

Required Skills & Qualifications:

- Intern can be a graduate or undergraduate student
- Ability to think and write creatively
- Passion for community/economic development
- Ability to quickly understand important elements of a project and create project structure
- Ability to multi-task by working on numerous projects simultaneously;
- Knowledge of Microsoft Word, Excel, PowerPoint, Google Docs, Dropbox and other programs based on project needs
- Experience with database retrieval from Census, American Community Survey, etc.
- Proactive, self-disciplined and able to work with minimal supervision

- Grant writing and/or graphic design experience is a plus!

We offer the opportunity to do creative and challenging work that shapes the future of our organization and promises to make an impact on the communities we serve.