Dorchester Bay Economic Development Corporation
Shepherd Poverty Alliance Job Description

Purpose of the Agency/Organization:
Dorchester Bay Economic Development Corporation is a non-profit community development corporation whose mission is to provide educational and economic opportunities to residents in the Upham’s Corner community of Boston, MA. The Dorchester Bay Small Business Assistance Program offers technical assistance and access to financing for small businesses in the Dorchester and lower Roxbury neighborhoods. In addition, DBEDC operates the Dorchester Bay Neighborhood Loan Fund, a non-profit micro loan program offering loans up to $35,000.

Job Title of Position:
Business Assistance Intern

Expectations/Responsibilities of the Position:
The Business Development Analyst will directly assist clients, providing business planning assistance, conducting credit analysis, performing financial forecasting, packaging loans, providing post-loan assistance, and doing community outreach:
• Work directly with entrepreneurs; assist with business and financial planning.
• Assemble and present loan packages to lenders.
• Provide workout plans and post-loan technical assistance.

Qualifications:
• Prefer rising seniors
• Personal or academic experience in business or economics (i.e. business majors or parent-owned a business).
• Spanish speaking ability is a plus.

Working Conditions:
Professional office atmosphere, with a 37.5-hour workweek. Flexible schedule with occasional early morning, evening and weekend obligations. Requires casual attire for professional work. Office is located in an urban neighborhood business district 3 miles from downtown Boston.

On-Site Supervisor:
Deidra MacLeod, Small Business Loan Officer, dmacleod@dbedc.org
T: 617-825-4200

Supervisor Plan:
Meet weekly to schedule week’s activities. Supervision/meetings available on an as-needed basis.

Preparation:
Student should have completed at least one year of business, economics, or finance classes.

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Alternatively, have work experience in small business or a strong finance background.

**Additional Comments:**
We have excellent Boston public transportation. Red Sox fans are encouraged to apply.

**Contact Information:**
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