

Title: Woodland Financial Internship

Reports to: Executive Director

Location: Keshena, WI & hybrid

Pay: \$15.00/hour

Description:

The Intern will assist with client processing and overall data tracking throughout the organization and support the work across all teams. There is a continuous need for data tracking in the organization's software for loan portfolio management bookkeeping. The Intern will help support client and staff communication, consistency, and accountability as we serve our communities in the best manner possible.

Duties:

- Fulfill tasks assigned by a supervisor
- Perform clerical duties and data entry
- Assist with social media accounts
- Event handling or planning
- Job shadowing
- Learning technical skills related to industry
- Assist in client intake
- Conduct intake assistance to clients
- Interact with clients and WFP team
- Learn how to work with a project team
- Prepare presentations
- Track and manage spreadsheets
- Manage calendars and schedule meetings

Requirements:

- Must be a registered college student seeking 6 or more credits
- Must be a degree seeking student at College of Menominee Nation
- Students major must relate to the internship (Example majors: Business Administration, Public Administration, Education, Liberal Studies, or other related majors)
- Must have completed one semester of studies
- Must be at least 18 years of age
- Must have a cumulative GPA of 2.25 or better (based on a 4.0 scale)
- Must have a valid driver's license, with reliable transportation and automobile insurance
- Experience with Microsoft Office includes Word, Excel, Outlook, and PowerPoint

Preferred Skills:

- Organization and attention to detail

- Strong written and verbal communication skills
- High ethical and professional standards
- Strong sense of confidentiality
- Strong problem-solving skills/critical thinking skills
- Abilities to efficiently manage multiple projects with accuracy
- Self-motivated with the ability to work independently

* Native American preference in hiring.

Woodland Financial Partners is a non-profit 501(c)(3) Native Community Development Financial Institution revolving loan fund. Woodland Financial Partners provides affordable loans and financial education to Native communities located in the mid-western region of Wisconsin. If claiming Native American preference – copy of Tribal Identification card or CIB.

*Woodland Financial Partners is an equal opportunity employer and abides by all state and federal Laws.

Application Procedures:

Please email the application below and the additional documents listed after it to: careerservices@menominee.edu

- Application: <file:///I:/Internships/Forms/CMN%20Internship%20Application.pdf>
- Letter of Interest
- Letter of Recommendation, preferably from a faculty member
- Resume
- Unofficial or official transcripts

For questions, contact careerservices@menominee.edu/(715) 799-6226 Ext. 3271

Team: Woodland Financial and the College of Menominee Nation

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