

Kiva City Philadelphia Fellow

City of Philadelphia, Department of Commerce

This is a PAID part-time position.

Program Description:

Kiva City Philadelphia is a partnership between the non-profit Kiva.org, and City of Philadelphia's Department of Commerce. This program utilizes the Kiva Zip product (Kivazip.org), a 0% interest crowdfunded loan, to increase access to capital in neighborhoods throughout the city. The program launched in December of 2014, and has since lent over \$350,000 to 80+ business owners.

Job Functions:

The fellow will be focused on the growth and development of the program within Philadelphia with a particular focus on the Latino Community.

The main focus of this role will be to:

- Identify key organizations in the Latino community doing economic or community development, and build relationships with them
- Host workshops, info sessions, or corridor walks with the organizations
- Identify and onboard Latino borrowers, assisting them in filling the application out and fundraising their loan
- Translate key Kiva Zip documents into Spanish

Occasionally the fellow will:

- Help the program manager with any overflow work such as borrowers who are not in the Latino community, the social media strategy, and a lender engagement strategy

Desired Skills/Experience:

- Bachelor's degree required
- At least one year of work experience (can include internships/fellowships)
- Minimum commitment of 4 months, 15 hours a week
- Background in economic development, business, or urban studies
- High degree of flexibility, self-motivation, and problem solving abilities
- Must speak Spanish fluently

If interested, please send resume to Alyssa.Thomas@phila.gov.