



Akiptan Internship Position Description

Job Summary

The internship will learn valuable skills while working within the Native Agriculture Community Development Financial Institution (CDFI) industry and will support the in areas of the organization to build their skills. Daily activities may include but are not limited to the following areas: financial literacy, client intake, assisting with outreach, internal data entry, and working on special projects in specific departments with the team. The ideal candidate for this position will be a self starter, have good communication skills and teamwork skills

Duties and Responsibilities

The Intern duties include, but are not limited to the following:

- Provide information and answer questions to potential borrowers and current clients in an efficient and effective manner.
- Assist with filing and organizing of organizational files.
- Data entry to enhance portfolio analysis efforts, identify potential new Key Performance Indicators (KPIs) and analyze the finding.
- Work closely with all departments to ensure information is telling the story of our work. Brainstorm ways to report KPIs to the public, Board and funders.
- Assist with client intake and compliance as needed. Help with online and physical filing systems.
- Prepares client mailings/emails such as general correspondence, delinquency letters, invoices, disbursed funds, annual audit letters, etc.
- Assist with customer service and answer questions on Akiptan's programs at large.
- Follow policies and procedures and maintain confidentiality.

Minimum Qualifications & Skills

- Knowledge of agriculture, agribusinesses and land challenges in Indian country.
- Efficient and accurate work style is a necessary skill.
- Computer literacy skills and proficiency with technology.
- Positive customer service skills and good communication skills.
- Basic office skills such as: filing, phone answering, tidiness, organization, etc.
- Experience with lending and economic development is a bonus but not required.





Preferred Qualifications & Skills

- Experience with working remotely, G Suite, and Salesforce.
- Desire to work in agriculture finance, rural development, economic development and Indian Country.

Working Environment, Conditions and Benefits

- Company Culture: Akiptan serves the Native agriculture industry and the staff reflect the demographic that we serve. This informs our company culture and provides a working environment that is results oriented, effective and efficient, clear and direct communication, team effort and dynamic.
- Hybrid Team: We have a main office which holds in person staff, and there is a large amount of remote staff. We provide different opportunities for virtual team building and bonding, in addition to in person staff training. The working location is either remote or in person at the main office from May 2025 to August 31, 2025.
- Travel: There are 2-3 opportunities to attend conferences, trainings and site visits throughout the summer.
- Benefits: This internship does not offer any benefits.
- Physical Conditions: Employees must be able to work at a computer for long periods of time and occasionally lift over 25 pounds.
- The intern will report to the Senior Program Officer and currently isn't a supervisory role.
- The intern must be between the ages of 16 - 22 years of age.
- Salary: \$18.00 per hour, not to exceed 320 hours throughout the internship.

In order to apply for this position, please send your resume, references and letter of interest that briefly describes your experience that is relevant to the position, qualifications and skills.

Inquiries that do not follow these guidelines will not be considered. If you have any questions, please email dawn@akiptan.org. This position is open until April 30, 2025.

