

Job Description

Treasury Intern, 2021

Position Summary: We are looking for a dynamic, self-motivated, and creative team player, interested in business development in the global context to assist us in our Finance and Treasury department. For students currently working on a Master's or Bachelor's degree in Finance, Accounting, Economics, or International Development.

- **Reporting to:** Friendship Bridge Treasurer
- **Location:** Partial Remote Opportunity (4-8 hours per week on location, Remainder remote). Our office is located in Lakewood, Colorado
- **Time Commitment:** 16-24 Hours Per Week for at least 12 weeks
- **Compensation:** This is an unpaid position, however, we offer a flexible schedule with the opportunity to ensure this internship fits your educational needs to earn school credit.

Our Mission: Friendship Bridge is a nonprofit social enterprise creating opportunities that empower Guatemalan women to build a better life. We provide microfinance, education, and preventive health services to help clients build resilience and pursue opportunities.

Responsibilities: The Treasury Intern will assist in specific overarching projects including our Private Placement Loan Renewal, as well as helping with reporting to our Board and Finance Committee.

Projects:

- Learn about and understand the overall roles and responsibilities of the departments within Friendship Bridge
- Learn about the responsibilities related to Finance and the Treasury Department
- Assist in the process of refinancing the 2021 Private Placement - our largest investment
 - Assist with updating the Offering Memorandum and related documents
 - Tracking progress of the total investment
 - Researching potential new investors
 - Setting up current and prospective investors in FB's database
- Preparation for Finance Committee / Board Meetings
 - Review banking information, ratings, and environment in Guatemala
 - Understand and track key impacts to the currency and economy

- Update monthly remittances into Guatemala
- Monitor political, economic, and financial news in Guatemala, Central America, Latin America, World (but especially GT) and prepare updates for “State of Guatemala” report for the Board of Directors
- Research of current events in Microfinance and write up findings for Executive Management
- Assist Treasurer with other projects, such as:
 - Organizing and reporting FB data to industry organizations
 - Checking FB’s information on aggregated microfinance databases (e.g., MiX Market) and report discrepancies
 - Creating a benchmarking report from MiX or other Market data
 - Researching relevant financial performance ratios typically monitored by microfinance institutions, calculate updated ratios for FB currently, and set up a system of continuing to track on a regular basis going forward.
 - Researching pricing of FB’s peers and competitors
- Optionally take on other projects of the department, or those requested by others in the organization.

Desired Skills and Experience

- Possess strong analytical and research skills.
- Excellent interpersonal communication skills, oral and written.
- Tech-savvy individual who can learn new digital tools quickly and independently.
- Computer literacy: Microsoft Office (Word, Excel, and Powerpoint), Google Suite (Google Calendar, Docs, Sheets, Google Meet, etc.).
- Ability to work independently.
- Flexible to assist with unforeseen tasks.
- English proficiency required, Spanish proficiency desired.

- **Tools we use:**
- Google Suite
- Microsoft Office
- Salsalabs CRM

How to Apply: Please email resume and cover letter to our intern coordinator at dhayes@friendshipbridge.org with the **Subject Line:** Application - Treasury Internship 2021