

INTERNSHIP JOB DESCRIPTION

Title: Summer Intern (Paid)

Reports To: Chief Administrative Officer

Hours: 18 to 20 hours/weekly

Overview of Internship Position:

The Self Reliance Financial Federal Credit Union (SRFFCU) Summer Internship provides students with a hands-on introduction to the world of consumer financial services. Interns will be placed in one of SRFFCU Regional Offices, where they will observe and participate in the daily operations of one of the region's largest credit unions.

Throughout the program, interns will gain a foundational understanding of how consumer financial services are delivered. They will explore the key differences between banks and credit unions and learn how these distinctions shape the way credit unions serve their members and conduct business.

Duties and Responsibilities:

1. During most of their 6-week employment, interns will rotate through various credit union departments, assisting benchmarking research, risk management, and other credit union work. Interns will work with staff in credit union departments, assisting in day-to-day activities and will also be assigned one or more research projects with specifically expected deliverables.
2. Interns will be expected to attend employee training programs and will have the opportunity to observe meetings of the Credit Union's Board of Directors.
3. Interns may spend up to one week "shadowing" members of the Board of Directors and/or Supervisory Committee in their "day jobs". The duration of shadowing assignments will vary, but the goal of the shadowing program is to allow interns to gain exposure to the day-to-day work life of various professionals who make up the Board of Directors of the credit union.
4. Another key component of the internship program is out-of-office assignments with Ukrainian-American community organizations. Interns will be expected to assist these organizations in performing needed clerical, administrative or other assignments, and in the process to learn about the structure and functioning of the local Ukrainian-American Community.

Summer Internship Program | 2026

WHO QUALIFIES:

College and University students who are members of the SRFFCU (must be enrolled in 2025-2026 academic year). Candidates will be selected based on the following criteria:

- Academic achievement.
- Involvement in Ukrainian community organizations and activities.
- Involvement in non-Ukrainian community organizations and activities.
- Demonstrated leadership potential.
- Demonstrated interest in pursuing a career in business, accounting, economics, risk management, finance, marketing and/or law.
- Recommendations provided by community leaders, employers and others.

EXCLUSIONS:

Family members of SRFFCU employees are excluded from the internship program.

REQUIREMENTS:

Interested students must submit the following:

1. Completed application form (see next page of this package).
2. An essay (approximately 500 words) explaining why they should be chosen for the Program.
3. Current resume.
4. Two letters of recommendation.

TO SUBMIT AN APPLICATION PACKAGE:

- **Email to:** okatis@srffcu.com with subject line: 2026 Internship
- **Mail to:**

Self Reliance Financial Federal Credit Union
221 W. Street Road
Feasterville, PA 19053
Attn: Internship Program

Application Deadline: April 15, 2026

Your application will not be reviewed until all requested information is received.

Self Reliance Financial Federal Credit Union is an Equal Employment Opportunity Employer