



LiftFund Women's Business Center Internship Description/Scope of Work

The LiftFund Women's Business Center (WBC) is a program of LiftFund Inc., a nonprofit micro-enterprise development program based in San Antonio, and a resource partner of the Small Business Administration. The WBC is committed to helping entrepreneurs especially women and minorities, launch and grow their businesses. We accomplish this by providing one-on-one business advising, workshops, trainings, and access to capital.

LiftFund Company Values

Dedicated to our Customers - Lead with Integrity - Strive to be Better

TITLE: Women's Business Center - Support Intern
REPORTS TO: WBC Director

OVERVIEW

The primary role of the business support intern is to help carry out the Women's Business Center mission of providing responsive consultations and trainings to current and aspiring entrepreneurs in the San Antonio area.

RESPONSIBILITIES

- Assist in planning, promoting and executing accelerator programs and workshops, including set-up of registration pages, customization of flyers, sending materials to participants & presenters, collecting and analyzing results, and coordinating one-on-one consultations for clients.
- Update slide decks weekly for workshops and presentations with new graphics and branding consistency.
- Assist business advisors with client consultation for start-up businesses, including providing recommendations and feedback to clients on business plans.
- Provide support for business education events (marketing, registration management, tracking, set-up, and take-down).
- Provide administrative support to director, business advisor and LiftOff manager.
- Capture and track workshop attendance and technical assistance hours in SharePoint.
- Conduct client interviews and prepare feature articles on small business owner clients.
- Assist business advisor in outreach efforts at community events
- Translate business templates and guides to Spanish.
- Assist business support staff in other duties as assigned.

QUALIFICATIONS & ATTRIBUTES

- Proficient in Microsoft applications (Outlook, PowerPoint, Word, Excel)
- Willingness to adapt and become familiar with new applications and processes
- Strong organization and time management skills, including ability to prioritize tasks
- Exceptional customer service skills, at varying levels with diverse client populations, community partners, and staff
- Knowledge of fundamentals of business
- Experience working in a professional office setting, including knowledge of professional phone & email etiquette
- Strong verbal and written communication skills
- Bilingual fluency preferred (English/Spanish)

TERMS OF INTERNSHIP

Dates: May 20, 2019 – September 27, 2019

Work Schedule: Up to 20 hours per week (days and times flexible based on availability)

Rate: \$10/hour (Paid bi-weekly upon submission of invoices)

Location: Women's Business Center, 600 Soledad St, 78205, and occasional site visits and off-site meetings occasion, including our satellite office at 2014 Hackberry St. San Antonio, TX.

Attendance Policy: Advanced notice must be given for any absences (2 weeks for time off), unless it is an unforeseen circumstance. After 3 documented instances in violation of this policy, contract will be terminated.