

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

### **Background**

LiftFund Women's Business Center is a program of LiftFund Inc., a non-profit micro-enterprise development program based in San Antonio with operations throughout Texas and the Delta Region. LiftFund Women's Business Center is committed to helping entrepreneurs, especially women and minorities, to launch and grow their businesses. We accomplish this by providing one-on-one business advising, workshops, trainings, educational programs and access to capital.

**Position Title:** Business Support Intern

**Reports to:** WBC Director

### **Preferred Qualifications:**

- Senior Undergraduate student majoring in business administration, finance, marketing or accounting OR MBA student
- Bilingual fluency (English/Spanish)

### **Qualifications:**

- Knowledge of fundamentals of business
- Knowledge of social media platforms
- Strong verbal and written communication skills
- Strong organization and research skills
- Proficient in Microsoft applications

### **Responsibilities:**

- Review and edit business plans and provide recommendations and feedback to clients
- Provide support for business education events
- Provide administrative report to director and business advisor
- Train clients on setting-up social media platforms to promote their businesses
- Conduct interviews and prepare feature articles on small business owner clients
- Assist business advisor in market research projects for clients
- Assist business advisor in outreach efforts at community events
- Conduct other duties as assigned

### **Terms of Internship:**

Dates: Fall Semester August – December, 2016

Work Schedule: Tuesdays, Wednesdays and Thursday from 9:00 am – 1:00 pm OR 1:00 pm – 5:00 pm

Locations: 600 Soledad, 2007 W Martin, and occasional site visits.

Pay rate: \$10.00/hr to be paid bi-monthly upon submission of time sheets