

# Alameda SBDC – Oakland

## **SUMMER INTERN DESCRIPTION: BUSINESS DEVELOPMENT**

As a business development intern, you are trained and mentored by members of the staff including the Partners and Directors. You will learn how to properly vet startups for potential investment, how to identify strengths and weakness in startup business models and how to build and grow relationships in the startup ecosystem.

**LOCATION:** Alameda SBDC, 39399 Cherry St., Newark, CA

## **RESPONSIBILITIES:**

- Direct communication with early stage startups or pre-ventures
- Assist in the vetting process of early stage companies
- Written communication with early stage companies
- Center Reception & Welcome Soft Skills
- Office business administration, bookkeeping, reporting, data analytics
- Pre-Venture outreach and workshop event support
- NorCal Neoserra New Client Applications S.W.O.T. review and report findings to the SBDC Director

## **DESIRED SOFT & TECHNICAL SKILLS:**

- Experience with social media platforms (Facebook, Instagram, Twitter, LinkedIn, Constant Contact, Gmail, etc.)
- Knowledge of Excel, Word, and Power Point
- Diplomatic in working with clients, staff, and business advisors
- Phone Etiquette
- Detailed oriented, enthusiastic, adaptable
- Self-starter who is confident in working with minimum supervision