

# SBDC Affiliate - California Hispanic Chambers of Commerce - Sacramento

## **INTERN DESCRIPTION:**

The SBDC Affiliate Program at the California Hispanic Chambers of Commerce (CHCC) is looking for an intern to assist with day to day operations of the SBDC, assisting in client intake, assisting consultant(s), doing research, etc. Intern will report to Maria Baptista, Vice President of Program Integration.

**LOCATION:** 1510 J Street, Suite 110, Sacramento, CA 95814

## **RESPONSIBILITIES:**

- Intake client information and prepare for consultant follow-up
- Research articles and events pertaining to services SBDC provides to share on CHCC social media platforms (Financial Management, Business Plan assistance, etc.)
- Research, develop, and create engaging data infographics
- Assist consultants where needed (i.e. clerical work)

## **REQUIREMENTS:**

- Experienced with social media platforms (Facebook, Instagram, Twitter, LinkedIn, etc.)
- Knowledge of Excel, Word, and Power Point
- Detailed oriented, enthusiastic, adaptable
- Self-starter who is confident in working with minimum supervision
- Comfortable talking on/answering phones