

**Northern California Procurement Technical Assistance & Small Business Development Centers
(NorCal PTAC/SBDC)**

INTERN DESCRIPTION:

Norcal PTAC and the Disadvantaged Business Enterprise Supportive Services (DBE SS) Program serve small and disadvantaged businesses in the Northern California region (spanning a total of thirty-one counties). Norcal PTAC is part of a nationwide network of PTACs. Collectively, our goal is to help small businesses be successful in the government marketplace. We accomplish this by offering no-cost one-on-one counseling, bid matching, and workshops.

The Norcal SBDC Headquarters is located at HSU and supports the business communities in 36 counties in northern California with non-credit education and consulting.

We are seeking an intern to assist with the day-to-day operations of our office, located in Arcata, CA, and to occasionally assist with special projects related to programmatic and financial grant reporting, marketing and outreach, data analysis, and event planning. This individual should be passionate about small business, and skilled in communicating with both clients and partners in a professional manner, and detail oriented.

LOCATION: Humboldt State University, 1 Harpst St. Bldg. 71, Arcata, CA 95521

RESPONSIBILITIES:

- Assist with the planning and coordination of Norcal PTAC workshops and webinars
- Assist with reconciliation of workshop evaluations
- Provide support to Graphics and Marketing Specialist with social media and other forms of outreach as needed
- Provide support to related to invoicing, payroll, and grant reporting
- Assist in maintaining an effective client management database
- Answer phone line and field calls appropriately
- Perform other administrative tasks as needed

QUALIFICATIONS:

- Must be enrolled in a four year university and have a minimum GPA of 3.0
- Must be organized and detail oriented
- Experience with Microsoft Office (Word, PowerPoint, Excel), Zoom, social media platforms, and database management
- Able to work both collaboratively and independently
- Must possess excellent communication skills – both written and oral
- Must have a basic level of understanding of the different levels of government (federal, state, and local)
- Must be a motivated individual and show commitment to being on time.
- Must be able to establish and maintain effective working relationships with partners, co-workers, clients, and the general public.
- Must be able to maintain confidentiality.
- Must be able to operate office equipment, including fax machine, copier, and telephone.