

North Coast SBDC - Eureka

INTERN DESCRIPTION:

The North Coast SBDC serves small businesses and entrepreneurs across Humboldt County, Del Norte County, and adjacent Tribal Lands providing one-to-one consulting, workshops, information and referrals. We create top-notch programming responsive to community needs and trends to help rural entrepreneurs succeed in a safe, appreciative, and welcoming workplace for clients, employees, and contractors of all identities and backgrounds.

Students of any major who want to start a business someday are strongly encouraged to apply. We will create a match between your skills and interests so you can directly contribute to our projects and end the summer with concrete accomplishments. And you will have a chance to attend SBDC trainings and sit in on private business consulting.

LOCATION: North Coast SBDC, 520 E Street, Eureka, CA

POSSIBLE PROJECTS:

1. **Client services.** All interns will (1) be part of a summer project to collect progress data from current client; (2) assist training event logistics; (3) participate in weekly team meetings and other general team activities.
2. **Bilingual services for Latinx business owners.** Help ensure full access for North Coast Raza communities. Translate workshop and marketing materials. Help interpret during one-to-one consulting sessions. Make outreach presentations in Latinx community. Research path to business ownership for undocumented owners and create briefing for SBDC business advisors. **Requirements:** fully bilingual, comfortable with public speaking.
3. **Worker-owned businesses.** Be part of a SBDC on the cutting edge of the worker-ownership trend. Help research and prepare workshop and information materials. Participate in planning meetings for 2020 programming. Help answer business owners' questions and help make outreach presentations with prospective worker-owners. Research and create briefing for business advisors who are supporting worker-owned businesses. **Required skills:** very good writer.
4. **Industry-focused "mini-MBA" programming.** Help build-out special programming for new industry groups in the North Coast. Research target markets, curricula, experts. Help build marketing materials. Help make outreach presentations with prospective participants. Industries tbd. **Required skills:** social media marketing.
5. **Data-driven, multimedia impact storytelling.** Research, write, film, edit, and publish short written, graphic, and video pieces that tell the story of SBDC's benefit to the community. Use client successes, data, infographics, and more. Get creative! **Required skills:** videography and video/audio editing, graphic design for infographics and digital marketing, storytelling.

GENERAL REQUIREMENTS:

- Have experience working on successful team projects, ideally also as leader or facilitator of the process.
- Have experience with public speaking.
- Have some seasoning—we're looking for people who have practice surviving life's challenges, exposure to working with many varieties of people, maybe some travel.
- Show us how you're committed to economic justice and social equity.
- Prefer to do self-directed work. Creator and problem solver with the good judgment to know when to check in.
- In growth mode: be looking for advice, mentorship, encouragement, healthy critique. This summer is about accelerating your development as a professional and a full human being.