

San Mateo SBDC

INTERN DESCRIPTION:

The San Mateo Small Business Development Center (SBDC) is seeking a highly motivated intern to provide marketing and outreach assistance to help to advertise SBDC products and services to the local small business community. Interns will have the opportunity to help develop and promote a series of online workshops tailored for experienced and budding entrepreneurs. Further, duties may include website review and update, building and managing social media campaigns, design of promotional materials including flyers and brochures, and working to organize in-person workshops and events. This position will report to the San Mateo SBDC Director.

LOCATION: 1700 West Hillsdale Boulevard, San Mateo, California 94402

RESPONSIBILITIES

- Conduct full website analysis and implement suggested changes
- Develop marketing flyers for upcoming events and workshops
- Research Bay Area small business microlenders to share with SBDC clients
- Work with marketing team at CSM to ensure alignment with college brand
- Create infographics that promote the success of San Mateo SBDC clients
- Organize and execute an event for youth entrepreneurs interested in self-employment
- Attend SBDC workshops and act as point-of-contact for SBDC clients
- Conduct client intake as-needed

REQUIREMENTS

- Highly motivated individual with an entrepreneurial spirit
- Detailed oriented, enthusiastic, adaptable (“yes, and” attitude)
- Self-starter who is confident in working with minimum supervision
- Excellent communication and customer service skills
- Knowledge of Microsoft Excel, PowerPoint, Word, and Outlook
- Experience using social media platforms such as Facebook, LinkedIn, Twitter, Instagram
- Experience using Canva or Adobe Photoshop preferred
- Knowledge of HTML preferred