

Sierra SBDC - Truckee

INTERN DESCRIPTION:

The Sierra Small Business Development Center at Sierra Business Council serves a seven county region with free business consulting and technical assistance, and workshops and seminars designed to help small businesses and entrepreneurs start and grow their business. The Sierra SBDC region consists of the Lake Tahoe region, Grass Valley area, and all the way up the eastern side of California to the Oregon border. As a rural area, we are particularly focused on innovative solutions to some of our region's business challenges. The Sierra SBDC team is seeking an intern who is familiar with some of the challenges a rural lifestyle may bring to economic development, and will work on expanding our services to harder-to-reach locations. Specifically, we are seeking an intern to assist us with efforts to grow the program in the northern region as well as the Tahoe area, and in the biomass industry. Candidates will ideally have a small business background, environmental conservation background, OR knowledge of forest management.

The intern will report to Kristin York, Director, and Jessica Carr, Manager.

LOCATION: Truckee, California

RESPONSIBILITIES

- Work with team to develop partnerships and outreach opportunities
- Identify specific industries and economic gaps
- Coordinate with consultants to perform supporting tasks specific to particular clients
- Assist with capital access, business recruitment, and planning for clients
- Work in depth on biomass projects in the northern Sierra.

REQUIREMENTS

- Must have access to housing in the Truckee/North Lake Tahoe region
- Experience with Microsoft Office, social media platforms, and database management
- Collaborative spirit and enthusiasm for small business
- FUN! We work hard but have a lot of fun.
- Able to work independently with minimum supervision
- Confident and capable when speaking to others in a professional capacity