



Business & Community Program Development Intern

Position Type:	Internship
Location:	BCL of Texas, 2212 S. Congress Ave, Austin TX 78704
Level/Salary Range:	Unpaid
Posting URL:	http://www.bcloftexas.org/opportunities.aspx
Applications Accepted By:	
Attention: Raquel Valdez, Director of Corporate Strategies ph: (512) 383-0025, fax: (512) 610-2568, email: rvaldez@bcloftexas.org Subject Line/RE: Program Development Intern	
Job Description	
Job Purpose: Provides program support services by implementing administrative systems, data collection, procedures and policies, and monitoring administrative projects. Market programs by developing and implementing marketing campaigns; maintaining promotional materials inventory; planning meetings and trade shows; and maintaining databases. Assist on special project and programs as needed related to business development, commercial lending, and community development.	
Duties: <ul style="list-style-type: none">• Keeps promotional materials ready by coordinating with program leads.• Supports staff by providing data collection, data entry, and program reporting as needed.• Plan meetings and trade shows by identifying, assembling, and coordinating requirements.• Updates job knowledge by participating in educational opportunities; reading trade publications.• Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.• Contributes to team effort by accomplishing related program goals as needed.• Provide customer service support by answer phones (must display proper phone etiquette) and greeting walk-in and appointment individuals.• Assist all team members with program administrative support.	
Skills/Qualifications: <ul style="list-style-type: none">• Ability to maintain appearance and demeanor appropriate for working in a professional office environment.• Ability to listen and communicate well (verbally and in writing).• Experience working with the public is helpful.• Microsoft Office skills are necessary.• Interest in learning business development, community development, and economic development skills.• Business course background preferred but not required.	