

# Yavapai College Internship Announcement



## Attention Students

Internship opportunity available

**Employer:** Small Business Development Center (SBDC)

**Pay:** \$11.00 an hour

**Work Schedule:** Will work around YC schedule

**Title:** Internship to assist with SBDC and REDC work

**Summary:** Yavapai College SBDC—REDC is seeking a student intern to assist with various business and computers assignment's (listed below) at their new Yavapai College Prescott Valley location. Internship will run from August to December 2019 and May be extended onto May 2020 depending on funding.

### Position Responsibilities:

1. Assist SBDC staff with marketing outreach through social media – Facebook and Twitter.
2. Assist SBDC staff with monthly newsletter creation and distribution using Constant contact.
3. Assist SBDC staff with creation of flyers for workshops and planning workshop calendar.
4. Assist SBDC staff with website updates as needed.
5. Review old client files and shred those older than 7 years. Assist SBDC staff with document up loads to central database and shredding as needed.
6. Assist REDC staff with organization and coordination of 10 annual job fairs.
7. Assist REDC staff with graphic design of economic impact reports
8. Assist REDC and SBDC staff with research as needed.

### Preferred Skills & Qualifications:

- Open to YC Business,, Graphic Design, or Social Media Students
- Intern must sign a confidentiality form and may not share any client information with anyone
- Knowledge of Microsoft Access as a preferred Skills for Internship



Interested ? Please contact Linda Brannock, YC Career Coach at (928) 776-2170