Overview

Economic Development Program Interns support the Business Team as they deliver the Back-to-Business (B2B) Program. Through this role, interns grow in-demand technical and soft skills in a professional setting and have the opportunity to work with local businesses. Internships are 12-week part-time (eight hours weekly) paid positions supervised by the Business and Housing Programs Manager. First cohort starts January 2024.

San Pablo EDC (San Pablo EDC) is a dynamic nonprofit whose mission is to act as a catalyst for equitable economic opportunity. It facilitates a wealth of education and training for workforce, businesses and first-time homebuyers. San Pablo EDC is a member-based, professional services organization, which partners widely in the East Bay Region.

With San Pablo City Council support, San Pablo EDC launched the Back to Business (B2B) and Mini-Business Improvement Grants (Mini-BIGs) Programs, which provide technical assistance and financial relief in the form of grants to qualified San Pablo businesses. These grants further a business’ ability to relieve debt, maintain operations and support business growth.

The intern will work with the staff to better understand the challenges and rewards of running a small business and help businesses accomplish mutually agreed-upon goals.

Business Engagement and Data Capture Support

- Supports the management and coordination of business outreach, data, engagement, events.
- Learn Salesforce database, including creation of programs, client records and how to record activities and service delivery.

Marketing and Event Support

- Assist with development of marketing collateral and eblasts in a timely manner using Canva, Adobe Creative Suite, MailChimp, Notion, Zoom, and other platforms.
- Assist with B2B marketing, Ad Share, engagement and service support
- Learn how to update events on the web calendar, set up events on Eventbrite and update web content

Requirements

Must:

- Be a City of San Pablo resident residing in the incorporated boundaries
- Have right to work at least eight (8) hours per week
- Be proficient in MS Office Suite
Attributes

- Listens well and practices curiosity
- Takes direction and feedback well
- Is a proactive communicator
- Has a strong work ethic and is reliable
- Is community-minded and vested in social, racial and economic justice
- Possesses a natural service orientation
- Has an aptitude to learn and is comfortable learning on-the-job
- Is attentive to details
- Is a self-starter willing to take initiative and ask questions