



## Internship Job Description

<b>Intern Name:</b>		
<b>Intern school/year:</b>		
<b>Name of Supervisor:</b>		
<b>Address:</b> 100 S Queen St		
<b>City:</b> Lancaster	<b>State:</b> PA	<b>Zip:</b> 17603
<b>Phone:</b> 717-393-6089 x227		<b>Supervisor Email:</b> Melisa@assetspa.org
<b>Internship Title: Women's Business Center Associate</b>		
<p>Women have a powerful role to play in transforming the community through business. The Women's Business Center offers tools needed to help women change their communities through business. The Women's Business Center at ASSETS is developed in partnership with the Small Business Administration to assist small business owners who are starting or expanding their small business. While extra consideration is given to specific challenges and issues for women entrepreneurs, our programs serve all – women, men, and racial and ethnic minorities</p> <p>Location: 1.5 miles from Franklin and Marshall College. Ideal location for biking or walking.</p> <p><b>Tasks and responsibilities</b>          Maintain the quality and relevance of the women-owned business direct at ASSETS.          Communicate directly with women entrepreneurs served through the women's business center.          Assist with one on one interviews with local women business owners.          Conduct research and write profiles for the businesses featured in the directory.          Ensure business information is current and relevant</p> <p><b>Project:</b>          Women-owned business directory through the Women's Business Center at ASSETS</p> <p><b>Project Objective:</b>          Serve as the primary point of contact for the Women-Owned Business Directory activities</p> <p><b>Skills or knowledge</b></p>		

ASSETS Lancaster  
 100 South Queen St, Lancaster, Pa 17603  
 T: 717.393.6089|E: Melisa@assetspa.org

Ability to communicate effectively in person, over the phone, and in writing  
 Superior attention to detail balanced with the ability to see the big picture  
 Competence working Microsoft office and web based applications  
 Curiosity and desire to learn  
 Interest in business solutions to addressing poverty and serving under represented groups, primarily women and people of color.

**Learning Outcomes**

To gain experience:

- serving as a project point of contact
- communicating directly with external clients
- managing an ongoing project

To learn about the challenges and opportunities facing women-owned businesses in the community

<p><u><b>Does this internship have a stipend, hourly wage, college credit, or unpaid?</b></u></p>	<p><u><b>Weekly schedule:</b></u>  <u>Monday:</u>   <u>Tuesday:</u>   <u>Thursday:</u></p>	<p><u><b>Hours per week?</b></u>   <u><b>Total Internship Hours</b></u></p>
<p><u><b>Start day:</b></u></p>		<p><u><b>End date:</b></u></p>