



### **Fairmount Community Development Corporation**

*The mission of the Fairmount Community Development Corporation (FCDC), a 501(C)(3) organization, is to foster the improvement of the residential, commercial, and social fabric of the Fairmount neighborhood, while preserving its character & diversity.*

**Position Title:** Business Services Intern

**Reports to:** Executive Director

**Description:** The Business Services Intern works with the Executive Director and other staff and board members to aid in the administration and programs of the Greater Art Museum Business Alliance (GAMBA). GAMBA provides important professional development and marketing support to its small business members throughout the Art Museum district. This position is ideal for someone interested in small business administration, community development, non-profit and association management, marketing or related areas of study.

**Responsibilities:** The primary objectives of the Business Services Intern is to aid in the administration and programming of GAMBA. Specific duties may include:

1. Identifying and securing content experts to present at monthly professional development seminars, knowns as GAMBA U.
2. Ensure the fulfillment of membership benefits by updating database contact information, online business directory details and fielding small business inquiries.
3. Facilitate the collaboration of small businesses in producing ad hoc events and marketing campaigns, providing support as needed.

**Qualifications:**

It is required that the Business Services Intern:

- Have excellent communication skills;
- Work well independently and as part of a team;
- Possess a sound understanding of issues facing small businesses;
- Proficiency in MS Office, Adobe CC (desired, not required), and Database Management;
- Be available 10-20 hrs / week with an expectation of some virtual commuting during the 2015 Fall Semester;
- Business administration, accounting, human resource, community development, marketing or related major

**Compensation:** This is an unpaid internship, but applicants may be able to receive academic credit.

*Fairmount CDC encourages applications from minority, female and disabled applicants and is an Equal Opportunity Employer. Please submit your cover letter and resume to [mail@fairmountcdc.org](mailto:mail@fairmountcdc.org). Applications will be considered on a rolling basis.*