



INTERN

Women's Entrepreneurship Initiative (WEI)

Invest Atlanta is seeking a highly organized, hardworking and self-motivated intern. He/she will need to possess strong time management and organizational skills. This is a part-time internship with a flexible schedule. Reporting to the Executive Director of the Women's Entrepreneurship Initiative.

KEY RESPONSIBILITIES

- Assist with and coordinate marketing activities, including business development, social media and branding.
- Assist with and coordinate reporting activities associated with events/virtual events, surveys, quarterly reports and bi-weekly minutes.
- Assist in managing the flow of office work.
- Assist with special projects as needed.

EDUCATION & EXPERIENCE

- Undergraduate or graduate student currently enrolled at an accredited college or university studying business administration, marketing, finance, operations, public policy, public administration, or related field.

KNOWLEDGE, SKILLS & ABILITIES

- Update and post supervised social media and website content; respond to web correspondence, social media posts, and emails
- Assist in preparing information and research materials; create and maintain quarterly reports, PowerPoint presentations
- Take notes and memos during meetings; type documents, drafts, and reports; sort and manage files
- Manage databases and input information, data, and records
- Ability to gather, analyze, and synthesize data
- Good organizational skills and high results orientation
- Excellent interpersonal and writing skills
- Set up, break down, organize, and maintain conference rooms, training rooms, and meeting rooms; update company calendars
- Attend company functions and networking events
- Run general industry related errands
- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc. as needed

- Strong computer skills, demonstrated proficiency in Microsoft Word, Excel and other social media software programs (Canva, Planoly, Mailchimp)
- Demonstrated proficiency in MS Teams, project management a plus

Resumes should be submitted to: jobs@investatlanta.com.

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled and Veterans are encouraged to apply.