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***Marketing Internship - Unpaid***

**EGBI Marketing Intern**

The Economic Growth Business Incubator (EGBI) is a non-profit that provides emerging and existing businesses led primarily by historically economically disadvantaged entrepreneurs in the Greater Austin area the tools to establish and grow their business through education, business plan assistance, and coaching.

EGBI’s Marketing Intern will obtain hands-on experience helping a small non-profit organization increase its visibility within Austin and the state of Texas. The Marketing Intern will assist our Marketing Analyst to produce quarterly newsletters, increase Social Media presence and much, much more! The intern will gain valuable, hands-on experience in various marketing areas including, but not limited to:

* Newsletter production: interviewing clients and generating articles and client success stories.
* Public Relations activities to promote and advertise EGBI programs.
* Updating EGBI website and blogs
* Developing and maintaining an event and communications calendar.
* Developing EGBI’s Annual Report
* Updating EGBI’s Facebook, LinkedIn and Google+ page
* Miscellaneous Administrative duties

Skills Required

* Proficiency with Microsoft Office
* Proficiency with social media outlets such as Facebook and Instagram
* Detail-oriented and able to multitask
* Self starter
* Effective writing skills
* Bilingual English/Spanish – a plus
* Basic knowledge of WordPress
* Graphic design skills a plus

Internships are for a minimum of 8 hours or more per week in our office at 1144 Airport Blvd, Ste 260, Austin, TX 78702. EGBI is open Monday through Friday from 8:30 a.m. to 5:30 p.m. and often has classes in the evenings until 8:30. We are flexible about the intern schedule within our hours of operation. For more information, visit our website at [www.EGBI.org](http://www.EGBI.org) or contact Monica Peña, EGBI at [monica@egbi.org](mailto:monica@egbi.org).

We are an equal opportunity employer.