



Train. Coach. Support.

Business Incubator Internship - Unpaid

EGBI Business Incubator Intern

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

EGBI's Business Program Intern will obtain hands-on experience assisting the Program Director to organize and facilitate business training and coaching with business clients to help launch and grow their small businesses. The intern will gain valuable experience in various business areas by:

- Participating in coaching sessions with clients.
 - Follow up and researching business questions
 - Develop business plans and budgets
 - Develop marketing plans and budgets
- Participating in and assist with workshops and course logistics
 - Assist in marketing workshops and courses
 - Assisting in updating curriculum
 - Developing ideas for workshops
 - Keep track of attendance and graduation eligibility
- Assisting with internal program analysis
 - Conduct and analyze data from client surveys
 - Assist in maintaining database of clients and volunteers
 - Other miscellaneous administrative duties

Skills Required

- Proficiency with Microsoft Office (especially Excel)
- Detail-oriented and able to multitask
- Self-starter
- Effective writing skills
- Bilingual English/Spanish a plus
- Student of business or communications preferred; masters-level preferred.

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 or contact Joni Foster, Program Director, EGBI at joni@egbi.org.

We are an equal opportunity employer.