

EGBI Community and Special Events Intern

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

EGBI's Community and Special Events Intern will obtain hands-on experience helping a small non-profit organization with special events in Austin. The Intern will assist our Marketing Manager to initiate the planning and organize EGBI's annual fundraiser, Celebrating Success.

Tasks include, but are not limited to assisting Marketing Manager with:

- Public Relations activities to promote EGBI special events.
- Tracking and assuring that sponsorship perks occur as promised.
- Communicating to sponsors, volunteers, and clients' details of special events.
- Developing and maintaining an event and communications calendar.
- Craft sample centerpieces for event and coordinate production with volunteers
- Represent EGBI by attending special events
- Miscellaneous Administrative duties

Skills Required

- Proficiency with Microsoft Office.
- Proficiency with social media outlets
- Detail-oriented and able to multitask
- Self-starter
- Effective writing skills
- Bilingual English/Spanish – preferred
- Basic knowledge of WordPress – Knowledge of Divi template is a plus
- Must be able to show past Canva created graphics

For more information, visit our website at www.EGBI.org or contact Monica Peña, EGBI at monica@egbi.org.

We are an equal opportunity employer.