

Maestro Entrepreneur Center
Internship Opportunity



Position Title: Volunteer Internship (Non-paid)

Reports to: Small Business Specialist

Duration: Available for the Academic Year 2017-2018 between 15-20 hours a week

Description: Maestro Entrepreneur Center, founded in 2016 as a nonprofit organization within the far West Side of San Antonio designated as a HUBZone, encourages enthusiastic undergraduate students to apply for an internship opportunity. Maestro is willing to offer a major project per semester which can become part of the intern's professional portfolio. If the intern's respective college or university accepts the internship for course credit, Maestro will provide the supervision in order to complete course credit. It is a nonpaid internship on a volunteer-basis offering the chance to gain real life experience as part of a dynamic team.

Duties and Responsibilities:

1. To provide assistance for the ongoing support efforts of Maestro's clients including but not limited to
 - a. Development and evaluation of local programs,
 - b. Research sources for resources to assist Maestro's Entrepreneurs
 - c. Development, execution and evaluation of local surveys;
2. To assist with the daily clerical processes and procedures for the Small Business Accelerator Program;
3. To assist the organization with the coordination of programs, and meetings;
4. To offer a professional, hospitable and welcoming presence to all guests and assist them as needed;
5. To work on one major project assigned by the supervisor as deemed appropriate for course credit and,
6. To support the Small Business Specialist as assigned.

Qualifications: The internship opportunity is open to undergraduate students enrolled in a college or university from various related fields including marketing, public relations, public administration, business administration, or public policy.

Please submit via email your letter of interest and resume to:

Maestro Entrepreneur Center
Attention: Amberle Arroyo
Small Business Specialist
1811 S. Laredo Street, San Antonio, TX 78207
Email: Communications@MaestroCenter.org

Closing Date: Open until Filled