



Maestro Entrepreneur Center Internship Opportunity

Position Title: Intern

Reports to: Program Coordinator

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 assist the organization with the coordination of all special events, programs, and meetings;
2. To provide support for the ongoing marketing efforts of Maestro's programs including the promotion through its social media and newsletter;
3. To assist with gathering news articles and documenting events via digital photography;
4. To assist with the scheduling of events, programs, VIP site visits, as necessary;
5. To assist with the daily clerical processes and procedures for the Small Business Accelerator Program;
6. To offer a professional, hospitable and welcoming presence to all guests and assist them as needed;
7. To work on one major project assigned by the supervisor as deemed appropriate for course credit (optional); and,
8. To support the Program Coordinator 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: Julie Moore
Program Coordinator
1811 S. Laredo Street, San Antonio, TX 78207
Email: Julie@MaestroCenter.org