

**Maestro Entrepreneur Center**  
Internship Opportunity

**Position Title:** Intern

**Reports to:** External Affairs and Property Manager

**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 non-paid 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;
2. To assist with the scheduling of events, programs, VIP site visits, as necessary;
3. To assist with the daily clerical processes and procedures for Maestro Entrepreneur Center, including but not limited to, incoming and outgoing mail distribution and data entry.
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 (optional); and,
6. To support the External Affairs and Property Manager 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: Lauren Benavides  
External Affairs and Property Manager  
1811 S. Laredo Street, San Antonio, TX 78207  
Email: [Communications@MaestroCenter.org](mailto:Communications@MaestroCenter.org)

***Open Until Filled***