



## **Summer 2017 PAID Internship/Part-Time Opportunity**

*Urban Innovation21 is a public-private partnership that boosts regional economic development through 21st century innovation-driven entrepreneurship. The Pittsburgh Central Keystone Innovation Zone (PCKIZ) is a program of Urban Innovation21. The PCKIZ internship matches undergraduate and graduate students with paid internship opportunities at local start-up companies. PCKIZ internships are open to students from Community College of Allegheny County, Carlow University, Duquesne University, and Point Park University.*

**Intern Title:** Pittsburgh Outreach & Communications Intern

**Company:** Kiva

**Overview:** The Kiva Pittsburgh Outreach & Communications Intern (Intern) will support the activities of the Kiva Pittsburgh Program Director, who is responsible for the growth, development and management of the Kiva U.S. program in the local area. Kiva is a nonprofit organization that helps business owners to access capital via crowdfunding to launch or grow a small business. Kiva works in partnership with Urban Innovation21 in the Pittsburgh area. Two areas of focus for the Intern will be 1) to help the Lead introduce Kiva to municipalities outside the City of Pittsburgh and 2) help with communications, such as e-newsletter, blog posts, and social media. The Intern will report to the Kiva Pittsburgh Program Director.

**Location:** Pittsburgh, PA

**Tentative Start Date:** May 2017

**Responsibilities:**

- Lay out flyers; create collages, images, and infographics
- Write and lay out e-newsletter; blog posts, and social media posts
- Take photographs for borrowers' Kiva profile pages, business features, and social media
- Seek out opportunities to reach target audience and those that work with target audience in person and online
- Organize presentations in community locations, recruit attendees, and manage questions, RSVPs, and follow-up

Kiva Pittsburgh is run out of the Urban Innovation21 office in the lower Hill District, however this position will require some travel to community locations and some work may be done from home.

A specific work plan will be created based on the Intern's interests, available hours, and ability to travel.

**Qualifications:**

- Business, Communications, English, or related undergraduate or graduate level course of study
- Experience with outreach, promotions, and event planning (student clubs, political campaign, etc.)
- Marketing coursework and/or experience using social media on behalf of an organization or group
- Personal or academic experience with basic design and layout for marketing (Canva, layout, etc.);
- Experience with advanced photo editing software, such as Adobe Creative Cloud or Pixlr preferred
- Interest in social services, economic development, entrepreneurship, neighborhood revitalization, microfinance
- Has current driver's license and an insured vehicle or regular access to an insured vehicle (for travel to community locations, not regular commute to internship site)

Urban Innovation21  
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**Bonus of Urban Innovation21 Internship Program:**

- Professional development workshops available
- Gain access to 1 on 1 professional development advisory mentoring service
- Opportunity to attend networking events

**Pay:** \$10 an hour; 224 hour internship assignment; maximum 28 hours per week

**How to Apply:** If interested, please email a resume to Joan Hilton, at [jhilton@urbaninnovation21.org](mailto:jhilton@urbaninnovation21.org)

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