



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: Program Coordinator Intern

Internship Company: Invest in Her

Overview: Invest In Her (IIH) is an organization whose aim is to enhance the the volume and sustainability of female entrepreneurs in the greater Pittsburgh area. IIH provides an opportunity for women in the early stages of their entrepreneurial careers to receive financial and professional support through a competitive, live event where qualified applicants pitch their ventures to a panel of judges.

Career growth potential and an amazing path to learn, develop and accelerate your career will be found at Engaged Prospect.

- This candidate is curious, competitive and wants to continuously get better. This candidate wants to know everything about the prospective client, buying behaviors, pain points and ways to help overcome those obstacles and help prospects become happy customers.
- You are never satisfied with the status quo, but also knows how to reproduce a successful behavior.
- You want to continuously learn. You will be part of our daily morning sales training sessions. We will discuss sales campaigns, marketing strategies and goal setting. Our team focus will provide you with the ability to work within a group of professionals to help problem solve and plan for successful execution of our core business.

Responsibilities:

- This candidate will work closely with our sales and marketing team to create materials for print and digital media, including brochures, email templates, web pages, etc.
- A successful candidate will be comfortable using Adobe Creative Suite, including Photoshop, InDesign and Illustrator (and will have access to these tools on his/her computer).
- Achieve product knowledge targets to be able to clearly and effectively understand customer needs and be able to relate product features and benefits in order to help prospects make informed and educated decisions.
- We will train you and will support your growth. We all work together to give you the tools needed to be successful.

Qualifications:

The successful candidate must be eager to work with dynamic people and contribute to a changing environment. Your success will be driven by your demonstration of our *Invest In Her Values*.

Urban Innovation21
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Additionally, a successful candidate will have the following:

- Enrollment in a Bachelor's degree program or Master's degree program; with the completion of Sophomore year of undergraduate studies or first year of graduate studies.
- Educational experience should have focus within International Business Management, Women's studies, entrepreneurship or relatable field.
- Business Experience/Entrepreneurial experience can be substituted for education requirement.
- Available for a 3 month internship starting in Summer 2017
- Minimum overall GPA of 3.25 within your Bachelor/Master program;
- High level of motivation, energy, passion for excellence, self-confidence, self-starter and the ability to work independently;
- Demonstrated interpersonal and communication skills including an ability to interact with and establish good working relationships with diverse individuals;
- Advanced PC skills; experience with using Microsoft Office, Excel and PowerPoint;
- Must be legally authorized to work in the US

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 assignment; 28 hours maximum per week

How to Apply: If interested, please email a resume & any required documents to Joan Hilton, at jhilton@urbaninnovation21.org.

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