



## **Spring 2017 PAID Internship/Part-time opportunity**

*Urban Innovation21 is a public-private partnership that boosts regional economic development through 21st century innovation-driven entrepreneurship. Urban Innovation21 is able to provide paid internships of students from Carlow University, CCAC, Duquesne University, and Point Park University with Innovative technology companies, community-based companies, non-profits and advanced manufacturing companies.*

**Intern Title:** Business Admin Intern

**Company:** MIGHTY (<http://get-mighty.com/>)

**Description:** MIGHTY is a company that is reinventing the home improvement industry. By instituting proprietary technology and innovative processes, MIGHTY is creating a new interface between homeowners and professional trades people. Using 2 million realtors as a distribution model in a trillion-dollar market and optimizing the labor market, Mighty is eliminating the need for the general contractor.

Join Mighty to create a new Home improvement experience which brings happiness to Homeowners.

**Location:** Pittsburgh, PA

**Tentative Start Date:** January 2017

**Internship Description:** What we're looking for:

We need a Business Admin Intern. You will constantly shadow and work with the various heads of the company and help them stay organized, efficient, and stress-free. In return, you will learn more about the about startups, technology and business. You will meet successful entrepreneurs and professionals on a weekly basis. You will listen to presentations from many of the key leaders of this industry.

**Responsibilities:** Responsibilities

- Manage and maintain the schedules of managers and officers
- Prepare reports, memos, letters, financial statements
- Read and analyze documents and plan their distribution
- Open, sort, and distribute incoming correspondence, including faxes and email
- File and retrieve corporate documents, records, and reports
- Other support duties as assigned

**Qualifications:**

- Excellent speaking and writing skills
- Very strong online research skills and/or drive
- Current college student and/or recent grad (or equiv. work experience)
- Proficiency in Google Docs/Drive (Document, Spreadsheet, Presentation, Draw)
- Good organizational skills, demonstrated initiative, flexibility and creativity

**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; 120 hour internship assignment; maximum 15 hours per week

**How to Apply:** If interested, please email a resume to Alyssa Boehringer, at [aboehringer@urbaninnovation21.org](mailto:aboehringer@urbaninnovation21.org).

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