



## **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:** Business Development

**Internship Company:** turnKey Taxes

**Overview:** turnKey Taxes is a web app that allows local governments to increase tax revenues without raising taxes. It is best thought of as an online line bank statement where taxpayers and their transactions for a community's businesses, properties and individuals can all be accessed 24/7.

**Location:** Pittsburgh, PA

**Tentative State Date:** May 2017

**Responsibilities:** As a new technology company, we have immediate needs in the following areas. Consideration will be given to an individual that has more than one qualification.

- Data Updates and discovery.
- Researching contact names, phone numbers and emails for businesses in cities and boroughs across the state of Pennsylvania.
- Assisting in locating businesses that are not part of our current 'active' list.
- Marketing/lead gen: There are approximately 3000 local governments and school districts in the Commonwealth. Many are now aware of turnKey, but we can do a better job of communicating with them. In this role, we need to continue conversations with our existing prospects and make initial inquiries to these communities, their organizations and various media outlets. We will work with the candidate on scripting to make the initial contacts.

**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 & any required documents to Joan Hilton, at [jhilton@urbaninnovation21.org](mailto:jhilton@urbaninnovation21.org).

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