



# WE ARE HIRING

Intern, Social Media Start-Up Assistant



Do you enjoy teaching and assisting others? Are you looking for an employer who wants to support you in your professional development? Join the Idaho Women's Business Center as a Social Media Start-Up Assistant Intern and learn how to apply the knowledge you're obtaining from education to the workforce.

---

**CHECK US OUT**

<https://www.idahowomen.org/>

# ABOUT US

## A LITTLE BIT ABOUT THE IDAHO WOMEN'S BUSINESS CENTER...

---

Idaho Women's Business Center's mission is to serve all women, cultures, and communities in achieving their educational, professional, and entrepreneurial goals. We believe in the potential of women, minorities, immigrants, and families and choose to educate, train, and help them obtain successful business ownership and employment.

Whether you are in the early stages of your business idea, or you've been in the entrepreneur space for a while, we've got you covered. We have a vast library of resources and training events covering every pillar of business, plus powerful connections to mentors who can help you create a solid business plan that is strategic and sustainable. We encourage you to become a part of our rapidly growing statewide network of women-owned businesses, and we look forward to working with you.

Together, we will survive and learn many valuable lessons along the way. You are **STRONG!!** Owning and running a business is not for the weak. Daily, we know you are making decisions that will impact your future. We encourage you to reach out to us via phone, text, or email. Let us know your struggles and how we can best assist. There are resources and links to guide you as you strategically plan your next steps. We support you. We admire you. We know that women will continue to be the driving force that leads to economic growth.

# JOB DESCRIPTION

## WHAT WILL YOU GAIN?

---

In this exciting role as the social media start-up assistant, you will be responsible to teach and assist women entrepreneurs in setting up accounts on social media and beginning lessons in social media marketing and e-commerce. It is a strategic approach to engage with our network of clients and assess what their online presence needs are and how we can educate them on the web.

**Rate of Pay:** \$12/hr.

### **Responsibilities:**

- Work alongside our IWBC Program Manager to identify which clients need the most help.
- Engage via in-person and virtual to interview our clients and assess their social media presence and how the IWBC might best educate.
- Help first-hand with clients to set up Facebook, Instagram, YouTube, etc., and set up their products in the new e-commerce marketplace on the IWBC website.
- Capture data of the efforts in assisting our clients to be found online and increase in sales and positively impact the Idaho economy.

# JOB DESCRIPTION

## WHAT WILL YOU GAIN?

---

### Education & Experience

- The Social Media Start-Up Assistant Intern should be a good listener with a desire to learn about the client's business and social media needs.
- Have social media experience background in regards to the initial set up and execution of posts, videos, and content procurement
- Able to work in a fast-paced environment working with multiple clients and managing time with each client
- Willingness to report time and data for each client encounter for the SBA federal grant requirement under the program and guidelines of the IWBC

### Values & Experience

- The Social Media Start-Up Assistant Intern will gain confidence in working with various industries and client personalities.
- See measurable metrics in economic development due to the efforts of this role to assist women in overcoming the barriers faced as an entrepreneur
- Opportunity to network with multiple industries and increase in network connections

### Other Requirements:

- We will require the opportunity to view the applicant's own social media accounts to verify that they do have a social media presence and understand the logistics of setting up multiple platform accounts.

