Business Administration/Marketing

Posted: 08/07/2014

Employer: Innovation Foundation of Western Wisconsin
Job Title: Social Networking Intern
Location: The IFWW Executive Director works virtually, so no formal office space is available. Intern duties will be completed from their home, client sites, and organizational meeting locations.
Work Schedule: 20 hours per week (work 135-180 hours)
Salary/Wages: $10/hour

Description
The IFWW is a nonprofit organization that works with start-up and growth companies in western Wisconsin to help them start-up and grow faster.

Intern can work from home, client sites, and organizational meeting locations.

Responsibilities
• Expand the membership of the IFWW LinkedIn group The GroWing Space
• Develop and execute a strategy and plan for group growth
• Create the plan, develop the content and recruit volunteers
• Maximize benefits the IFWW gains of video content created for IFWW

Required skills/experience
• Must have strong written and verbal communication skills. You will be interacting with business owners on a regular basis on our behalf – these will be great contacts for the selected candidate if you present the IFWW and yourself in a professional manner
• Intermediate computer skills are required, as you’ll be using multiple pieces of software on a daily basis, often times more than one at a time
• Excellent follow through skills. Dropping the ball is not an option when it comes to our commitments
• Strong leadership skills and the ability to plan and execute with a diverse group of people
• Ability to work in a team structure and bring forth ideas and potential solutions to your peers
• Enrolled as a Junior or Senior in a Bachelor’s program in Business, Marketing, or other related field

Application Details
• Application Deadline: Open Until Filled
• Email cover letter and resume to mfinger@ifww.org

TO APPLY: For employer contact information, please see Audrey Ternes in the College of Business and Economics, 23A South Hall or email cbe-interns@uwrf.edu.

I understand that if I accept employment related to any information provided by the CBE Internship Office or faculty coordinators,
1) Internships for academic credit subject to faculty approval.
2) I will be required to enroll in the CBE Internship Program for academic credit, and
3) I will be required to pay the appropriate fees for those credits.