



Social Media Job Description

The Women's Business Center (WBC) housed within the Economic Community Development Institute (ECDI), is looking for a savvy, confident, and enthusiastic Social Media Intern. You will be responsible for creating brand awareness for the WBC, which includes developing strategic marketing materials tailored to increase memberships to our Center. Managing day to day posts on Facebook, Instagram, and developing a presence on Twitter is also necessary. You will be maintaining the website along with adding events and maintaining the calendar. Excellent writing and communications skills are essential. This position will also manage the reception area. Welcoming guests with a positive and friendly disposition is imperative. Individuals with a good sense of humor, follow-through, go-with-the-flow attitude, and creativity are welcome to apply.

The position is for 15-29 hours per week for 16 weeks. Although it is an unpaid position, you will have an opportunity to add value to a small team who will *greatly* value and appreciate your talents. In addition to a great office culture, hypoallergenic dogs also frequent our working space. We are close to downtown, off the Healthline, with free onsite parking.

For more information, and immediate consideration please email Rosie: rjovic@ecdi.org. No phone calls, please.

For more information about ECDI/WBC log onto: <https://www.ecdi.org/> or <https://www.wbcoho.org/>

Data/Database Intern

The Women's Business Center (WBC) housed within the Economic Community Development Institute (ECDI), is seeking a dynamic data and database specialist. We are looking for a qualified individual who is very detail oriented. Experience with excel, and inputting information into nonprofit outcome tracker applications is essential. This role will assist the Program Administrator by adding trainings, events, and individuals to our different databases for tracking purposes. The qualified candidate will have the ability to work well in a team-oriented environment and takes initiative. Candidates should possess a friendly, go-with-the-flow attitude.

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