



Team
Oriented
Environment

Exciting
Location

Innovative
Program

Opportunities
for Growth

Dynamic
People

Leading
Organization

Diverse
Learning
Experience

Creative
Business
Sense

Customer
Driven

Why is BCL of Texas a great place to intern?

BCL of Texas is a statewide non-profit community development corporation, which furthers economic development by promoting and assisting in the growth of small businesses in Texas. In addition to providing business with counseling and technical assistance, BCL of Texas originates, underwrites, processes, closes and services business loans to healthy, growing businesses. Its mission is to create long-term jobs through business development and ensure that local communities benefit by an increased sales and property tax base for the long term. BCL also provides community development programs to redevelopment and growth local communities.

If you're looking for an internship and learning experience to provide you with entry level experience then BCL of Texas is the place for you! You will gain experience in business, community and economic development to take you forward in your career path.

For information on open internship positions or to submit your resume and complete an application, please visit our Web site: <http://www.bcloftexas.org/opportunities.aspx>



BCL of Texas
Business & Community Lenders

RAQUEL VALDEZ DIRECTOR OF CORPORATE STRATEGIES, BCL OF TEXAS.
512-383-0025 (w) | 512-610-2568 (f) | rvaldez@bcloftexas.org



Business & Community Program Development Intern

Position Type:	Internship
Location:	BCL of Texas, 2212 S. Congress Ave, Austin TX 78704
Level/Salary Range:	Unpaid
Posting URL:	http://www.bcloftexas.org/opportunities.aspx
Applications Accepted By:	Raquel Valdez, Director of Corporate Strategies ph: (512) 383-0025, fax: (512) 610-2568, email: rvaldez@bcloftexas.org Subject Line/RE: Program Development Intern

Job Description

Company Description: BCL of Texas is a not-for-profit community development corporation, which furthers economic development by promoting and assisting in the growth of small businesses in Texas. In addition to providing business with counseling and technical assistance, BCL of Texas originates, underwrites, processes, closes and services business loans to healthy, growing businesses. Its mission is to create long-term jobs through business development and ensure that local communities benefit by an increased sales and property tax base for the long term. The organization also offers homeownership program, helping customers remain responsible and successful homeowners. BCL of Texas is a charter member of the Small Business Administration and a member of the nationwide NeighborWorks® Network, which engages in revitalization strategies that strengthen communities and transform lives.

Job Purpose: Provides program support services by implementing administrative systems, data collection, procedures and policies, and monitoring administrative projects. Market programs by developing and implementing marketing campaigns; maintaining promotional materials inventory; planning meetings and trade shows; and maintaining databases. Assist on special project and programs as needed related to business development, commercial lending, and community development.

Duties:

- Keeps promotional materials ready by coordinating with program leads.
- Supports staff by providing data collection, data entry, and program reporting as needed.
- Plan meetings and trade shows by identifying, assembling, and coordinating requirements.
- Updates job knowledge by participating in educational opportunities; reading trade publications.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Contributes to team effort by accomplishing related program goals as needed.
- Provide customer service support by answer phones (must display proper phone etiquette) and greeting walk-in and appointment individuals.
- Assist all team members with program administrative support.

Skills/Qualifications:

- Ability to maintain appearance and demeanor appropriate for working in a professional office environment.
- Ability to listen and communicate well (verbally and in writing).
- Experience working with the public is helpful.
- Microsoft Office skills are necessary.
- Interest in learning business development, community development, and economic development skills.
- Business course background preferred but not required.