

Summer Internship!
2018

As our **Business Development Intern**, you will contribute to the development of the current business and support new business ideas across four divisions within CCA. You will conduct research, create business models, and assist in the implementation of marketing strategies including blogs, social media, and customer relationship management tasks.

DAY TO DAY PROJECTS:

- Interact daily with the senior management of **The Bike Cooperative**, **savings4members**, **Innovia Coop**, and **CCA For Social Good** to create presentations and collaborate on specific business development initiatives.
- Conduct online research for new business ideas and create excel modeling for each.
- Review Google Analytics of current businesses.

SPECIFIC INITIATIVES FOR INNOVIA COOP:

- Research, schedule and post property management industry specific blog content.
- Elevate social media presence by liking, posting, and sharing content on behalf of Innovia.
- Ensure CRM data accuracy.
- Transfer CCA pool data into an organized GoogleDrive account.

EXPERIENCE AND/OR SKILLS YOU HAVE A KNACK FOR:

- Excellent written and verbal communications skills are a given.
- Building relationships and working effectively with others is a no-brainer.
- Organized and super comfortable with project coordination as well as time management to meet deadlines.
- Must be outgoing and demonstrate strong sales skills.
- Technology expertise in all Microsoft Office programs inclusive of Word, Excel, PowerPoint and Outlook.
- Extra brownie points for familiarity with Adobe Photoshop, InDesign and like programs!

EDUCATION:

You should be currently enrolled in an accredited college or university pursuing a degree in **Economics, Marketing, Business, English, Social Studies** or **Psychology**.



BUSINESS DEVELOPMENT INTERN

 Manchester, NH

 May 21, 2018 - August 3, 2018