

# CCA GLOBAL PARTNERS 2017 SUMMER INTERNSHIP

MAY 22 – JULY 28



## SMALL BUSINESS / FINANCE INTERN

As our **Small Business / Finance Intern**, you will work closely with our **CCA For Social Good** division. **CCA For Social Good** creates smart systems that help childcare businesses with operational best practices allowing them to streamline administrative tasks so they can focus on what matters most...the care and education of young children.

### DAY TO DAY PROJECTS:

#### Website Content Development

- You'll create content to support child care business owners with operational and administrative best practices that will ultimately be posted to our [ECESharedREsources.net](http://ECESharedREsources.net) website
- You'll develop high level financial and business support resource topics such as identifying best practices and understanding the most frequent mistakes in financial management
- You'll create how-to guides, tip sheets, checklists or other forms and templates on important metrics or compliance items that every business owner must know

### EXPERIENCE AND/OR

#### SKILLS YOU HAVE A KNACK FOR:

- It's a corporate environment - of course strong written and verbal communication skills are needed!
- Building relationships and working effectively with others is a no-brainer
- Break out the planner – you should be organized and super comfortable with project coordination.
- While we understand you may not yet be a Small Business Manager, advanced coursework experience in Small Business Management and Business Finance or any coursework in Corporate Tax or Nonprofit Accounting would certainly be a plus!

### EDUCATION:

You should be currently enrolled in an accredited college or university pursuing a degree in **Small Business Management** or **Finance**.