



Avenida Guadalupe Association Internship Opportunities

Accounting Intern

Key responsibilities:

- Prepare reports and input data using Quickbooks
- Manage Accounts Payable and Accounts Receivable
- Participate in Bank Reconciliation tasks
- Perform basic data entry

CARES Workforce Intern

Key Responsibilities:

- Create and implement strategies for marketing and recruitment of new students
- Participate in Urban Studies/Research orientation
- Perform program development for funding, employers and interns
- Take part in curriculum research and development
- Perform basic data entry

Social Media Intern

Key responsibilities:

- Create a comprehensive social media strategy to define programs that use social media marketing techniques to increase visibility, membership and traffic across all Avenida brands and implement and manage social media programs
- Experiment with new and alternative ways to leverage social media activities
- Monitor trends in social media tools, trends and applications and appropriately apply that knowledge to increasing the use of social media at Avenida
- Strategize with and educate the management team and others across the company on incorporating relevant social media techniques into the corporate culture and into all of the company's products and services
- Measure the impact of social media on the overall marketing efforts

Special Events Intern

Key responsibilities:

- Assist in planning, coordinating, promoting and facilitating special events
- Coordinate and monitor event timeline
- Assist in preparing a variety of publications, materials and programs for events
- Communicate with a variety of people and vendors
- Preferred skills: writing and graphic design

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Data Entry Intern – Housing Counseling/Education & Financial Literacy

Key responsibilities:

- Perform data entry including typing, pulling data from BCAD and County Courthouse Records online
- Use organizational skills such as filing (alphabetically, chronologically and/or per category) in a timely manner
- Participate in general office tasks including phone, copying, faxing and scanning

Data Entry Intern – Venue Management

Key responsibilities:

- Assist in maintaining and entering data into Microsoft Excel and/or Access
- Creating reports for management
- Have a working knowledge of Microsoft Excel
- Gain experience in outcomes management, administration and work with a diverse staff

Neighborhood Commercial Revitalization Intern

Key responsibilities:

- Research property values, for example: vacant properties available, properties for sale, general list and database updates
- Perform market analysis, such as business trends, etc.
- Participate in committee recruitment and retention
- Act as business/computer center moderator, helping recruit students and/or adults to use the new BTOP centers
- Develop and implement marketing strategies for the NCR Program and our businesses

Community Engagement/Volunteer Management Intern

Key responsibilities:

- Develop experience in community organizing
- Work with community residents
- Represent Avenida at evening meetings
- Manage and implement neighborhood Ambassador/Block Captain program
- Provide training for volunteers including establishing job descriptions and managing volunteer database
- Develop and implement strategies for volunteer recruitment
- Participate in voter registration activities and advocacy research