



Greater Lafayette Commerce
Job Title: Small Business Program Intern
Department: Chamber
FLSA Status: Non-Exempt
Job Type: Internship

Overview

Are you a current college graduate or student? Looking to kickstart your career in the dynamic world of business development? Greater Lafayette Commerce is offering an exciting **paid** internship as a Small Business Program Intern. This is a unique opportunity to gain hands-on experience in supporting locally-owned businesses in the Greater Lafayette area through our Business Success Platform, which provides the resources businesses need to be successful. As a Small Business Program Intern, you'll play an essential role in fostering growth, engagement, and community within our region's small business ecosystem.

Organization Background

Greater Lafayette Commerce serves as a nexus in the Greater Lafayette economy. A nonprofit economic development and chamber of commerce organization serving Tippecanoe County, Indiana, Greater Lafayette Commerce is membership-based and supported by local industries, businesses, governments, and individuals. Its mission, carried out by various councils, is to advance economic and community prosperity and for a superior quality of life.

Work Culture

As the leading local organization for community initiatives, growth, and economic development, Greater Lafayette Commerce is a hub of high-profile activities in multiple areas. The staff works under the direction of a president and chief executive officer and with numerous community volunteers. Team members work collaboratively for the good of all, often assisting in areas beyond traditional job responsibilities, with many opportunities for personal and professional growth. The work environment is dynamic, forward-thinking, fast-paced, and goal-oriented.

Responsibilities and Activities

- Collaborate with the Chamber of Commerce Team to build and create opportunities for business owners to connect, engage, and network with each other.
- Assist in the coordination and execution of programming events designed to empower business owners and entrepreneurs in the Greater Lafayette community.
- Help bridge the gap between local business owners and valuable community resources, fostering strong relationships and mutual support.
- Actively contribute to the success of downtown business events such as Shop Small Saturday, helping showcase the vibrancy of our local businesses.
- Attend and actively participate in downtown small business owners' meetings, representing Greater Lafayette Commerce and fostering community engagement.
- Engage with local businesses on a regular basis, gathering feedback, and strengthening connections.

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Position Requirements

- Current college student pursuing a degree in business, entrepreneurship, sales, or a business-related field.
- Passion for supporting small businesses and a desire to make a positive impact in the Greater Lafayette Region.
- Professionalism in appearance, demeanor, and attitude, presenting yourself as an ambassador for Greater Lafayette Commerce.
- Commitment to the highest ethical standards and a respectful approach to diverse cultures, treating all individuals and businesses equitably.
- Alignment with the mission and vision of Greater Lafayette Commerce, and the ability to advocate for its objectives.
- Collaborative mindset and willingness to actively contribute as a team player, whether completing tasks, achieving goals, or managing projects.
- Engaging interpersonal skills and ability to connect with people in a friendly and approachable manner.
- Strong organizational skills, with attention to detail and the ability to manage multiple responsibilities.

Required Competencies

- Effective time management skills to prioritize tasks and meet deadlines.
- Excellent written and verbal communication skills, including public speaking to engage and connect with various audiences.
- Proficiency in Microsoft Office, particularly Excel.

Why Join Us:

This internship offers a unique opportunity to immerse yourself in the world of business development, community engagement, and professional growth. You'll have the chance to work closely with experienced professionals, contribute to meaningful initiatives, and positively impact the local business landscape. Join us in supporting the success of Greater Lafayette's small businesses and creating a vibrant entrepreneurial ecosystem.

Application Process:

To apply for this internship position, please submit your resume and a cover letter outlining your passion for business development.

Note:

This is a paid internship opportunity with flexible working hours and potential for growth within Greater Lafayette Commerce. Greater Lafayette Commerce is an Equal Opportunity Employer.
