



Program Assistant Intern Position Description

Position: Entrepreneurship | Program Assistant Intern

Start Date: Rolling

Domi Station is a non-profit business incubator and coworking space. We offer programs, resources, and events that help entrepreneurs start and scale sustainable companies.

The Program Assistant Intern will help cultivate the entrepreneurial culture at Domi and spread the good news about what we do.

Job Duties:

- Communicate program updates and events with program entrepreneurs
- Communicate with interested program participants and assist with entrepreneur outreach/intake.
- Assist the Director of Entrepreneurship in developing new and innovative strategies to increase entrepreneur engagement
- Assist in planning, coordinating, and hosting program events
- Manage communication channels between entrepreneurs
- Research entrepreneurial resources and platforms that can support program entrepreneurs

Requirements:

- Working towards or completion of Bachelor's degree
- Knowledge of program management
- A personal laptop
- Working knowledge of Google Suite
- A polite and professional demeanor via phone, e-mail, and digital correspondence
- Ability to work on a team and take initiative

Benefits:

- Access to all of Domi Station's programming incubation (Gear Up, Ascend) at no cost
- Access to all of Domi Station's coworking facilities at no cost
- No cost one-on-one entrepreneurship training & mentoring
- Flexible working hours

- Access to a local high-net worth and influential network of leaders
- Get surrounded by an atmosphere of Doers and Entrepreneurs
- Free Access to Domi Events

Other Cool Things:

- Walking distance from College Town
- Greenwise is across the street
- Railroad Square is just around the corner
- Local restaurants and bars nearby
- Located in between FSU and FAMU campuses