



Dommi Station Administrative Intern

Position Description

Dommi 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 Administration intern will help cultivate the entrepreneurial culture at Dommi, assist with program management, and facilitate communications between our administrative team and key stakeholders.

Job Duties:

- Create and amend web pages
- Maintain cleanliness and updates to website
- Adhere to brand and marketing guidelines
- Create embedded forms and other technology into website to gather needed information
- Work with other departments to gain information and documentation needed to complete tasks within a timely manner
- Any other responsibilities as assigned

Requirements:

- Working towards Bachelors degree
- A personal laptop and quiet place to work
- Working knowledge of Google Suite
- Working knowledge of Squarespace
- Experience in software management preferred
- A polite and professional demeanor via phone, e-mail, and digital correspondence