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Incubator Intern

The Fredonia Technology Incubator promotes economic growth in the Western Southern Tier of New York by supporting entrepreneurship and the development of new, innovative, technology-based companies into successful business ventures. To accomplish this, the Incubator makes available a variety of business and education services; mentoring, professional consulting, access to capital and work-ready space. The Incubator combines these resources and those of State University of New York at Fredonia, state and local government, area businesses, and the community in order to graduate businesses that are financially viable and freestanding.

Interns will work as a team to complete projects for the Incubator and its clients, including marketing, communications, accounting, financing, human resources, and event management. Please email resume and cover letter to Monica L Kemp, Incubator Program Manager [kemp@fredonia.edu](mailto:kemp@fredonia.edu)

**Responsibilities**:

* Utilize Incubator **marketing material and practices** to bolster the Incubator's presence locally and nationally
* Support Incubator website, social media and printed content development, including all facets of marketing operations
* Align **social media promotional efforts** with the organization’s marketing activities
* Engage **in inventive online conversations** on behalf of the brand, including scheduling and regularly sending messaging and content through social media outlets
* Provide support with **developing press releases**, and with community engagement projects
* Contribute to the **completion of business documents**
* Assist with **scheduling events** in incubator conference rooms
* Attend meetings and Incubator events to **support departmental actions**
* Committee member **for Student Business Competition** planning
* Utilize Incubator software (salesforce) to **track and analyze data** specific to the Incubator
* Research **best practices of successful** Incubators and implement at Fredonia Incubator
* Monitor **discussions, postings, contributions, and trends** within the community
* Create **new policies** to enhance work environment
* Reinforce **client relationships** and building on student programs
* Work with Incubator clients to **help grow their business**
* Complete monthly invoicing/statements to clients, create board **reports on finances**, and assist with **requisitions and expenses**