



**Queens Economic  
Development Corporation**

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## Business Services Intern Position

**Organization: Queens Economic Development Corporation (QEDC)**

**Position Title: Business Services Intern, Non-Paid Internship, Academic Credit Available**

**Hours: 15-25 hours/week**

**Organization:** The Queens Economic Development Corporation is a private, nonprofit organization located in Kew Gardens, NY. Its mission is to create and retain jobs through programming that grows our neighborhoods, assists small businesses and promotes tourism and business development. Since 1977, QEDC has worked with scores of neighborhoods to revitalize their commercial districts through the establishment of business organizations and business improvement districts. Entrepreneurs are assisted in the preparation of business plans through classes, workshops and individual counseling.

**Program & Position Description:** The intern will work closely with the business services team, acting as an administrative assistant to different program managers. Responsibilities include answering phone calls, receiving/greeting visitors and ensuring all office “systems” are organized and work effectively. The intern will also be called to work on fundraising, event coordination, special projects and ad hoc assignments, as well as provide support to other staffers as needed.

### **Job Tasks In Order Of Priority:**

- **Database Activities:** Data entry; maintain all records of events, clients and workshop participants.
- **Customer Service:** Answer the phones, greet guest/clients, register individuals for events, book clients for appointments, and conduct over-the-phone surveys in a courteous and professional manner.
- **Event Planning:** Assist with event planning, set up, clean up and registration.
- **Internet Research:** Gain knowledge about the business process and community economic development in Queens to help develop grants or create programs to help entrepreneurs.
- **Marketing and Website Management:** Post information about upcoming events online and update marketing materials and the business services homepage.

### **Qualifications:**

- Currently enrolled college student or recent college graduate with previous work experience.
- Must have prior experience in a customer service role.
- Must be well-spoken and detail-oriented.
- Must be willing to learn on the job and be able to pitch in as necessary with different departments.
- Have a positive and helpful attitude. The more responsibility the intern is willing to assume, the more he/she will learn.

**To apply:** Please send your resume via email to Ricardi Calixte, Deputy Director, at [rc@queensny.org](mailto:rc@queensny.org). For more information about QEDC, please visit [www.queensny.org](http://www.queensny.org).