The Biz Foundry
Web Design Intern
Cookeville

About
We are a rural entrepreneur center starting to expand throughout the Upper Cumberland region. Our main location is in Cookeville but we have two new locations in Sparta and McMinnville. We are small but mighty. We have the opportunity to work very closely with interns and really let them get involved in what we are doing. Our interns have the opportunity to get involved and really feel like they are a part of what we are doing overall.

Intern roles and responsibilities
Depending on the skill set of the potential intern, we would like to see them get involved with marketing and web development. This includes both our current location as well as our expanded locations. We have the potential for an intern to create course content for us as well as website maintenance. An intern would also have the potential to work on salesforce to help us track our network.

An intern would help us with tracking our network, promoting our new spaces, and really allow us to expand our reach throughout our region.

Required qualifications
Social media experience, takes responsibility for actions, wants to get involved and has a passion for working with a team.

We require an intern that is willing to be flexible with their schedule as we do at times have events on evenings or weekends that may be required.

Preferred skills
Minor design experience, website skills, video editing, prior experience working in a business setting. An intern with a strong voice is helpful as we look to gain different perspectives from the whole team.