Dorchester Bay Economic Development Corp.  
Boston, MA

Mission Statement:
Dorchester Bay Economic Development Corporation is a non-profit community development corporation whose mission is to provide educational and economic opportunities to residents in the Upham’s Corner community of Boston, MA. The Dorchester Bay Small Business Assistance Program offers technical assistance and access to financing for small businesses in the Dorchester and lower Roxbury neighborhoods. In addition, DBEDC operates the Dorchester Bay Neighborhood Loan Fund, a non-profit micro loan program offering loans up to $50,000.

Internship Title:
Technology for Small Business Internship

Responsibilities/Projects:
During the summer of 2014, the small business technology intern will work on two programs: LaunchPad and Tech Goes Home for Small Business.

Launch Pad provides grants to local businesses seeking to better integrate technology into their operations and ensure access to and utilization of broadband internet connectivity in low- to moderate-income businesses. The intern will work directly with LaunchPad awardees to utilize grant funding to further their online presence and adoption and use of technology to improve the business. Duties will include
- Meet with awardees and vendors to manage project and achieve optimal outcome
- Processing invoices from awardees and vendors to Dorchester Bay
- Assist project coordinator in overseeing project efficiency and managing the grant from Massachusetts Broadband Initiative
- Interviewing awardees to collect project evaluation data

For Tech Goes Home for Small Business, the intern will serve as a co-instructor for our eight week program helping local business owners utilize basic productivity and social media technology

Qualifications:
We are seeking an intern who is:
- Collaborative and team oriented
- Enthusiastic and organized
- Able to work independently and take charge of projects
- Comfortable visiting a variety of Boston neighborhoods
- Competent at using basic financial spreadsheets
- Familiar with small business finance and operations

Dorchester Bay serves a diverse clientele and an applicant proficient in a second language may have the opportunity to utilize those skills.

Edited: January 2014
**Working Conditions:**
Professional office atmosphere, with a 37.5-hour workweek. Flexible schedule with occasional early morning, evening and weekend obligations. Requires casual attire for professional work. Office is located in an urban neighborhood business district 3 miles from downtown Boston

**On-site Supervisor/Mentor:**
**Adam Gibbons,** Launch Pad Coordinator, Consultant
agibbons@dbedc.org
Tel: 617-825-4200 x251

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**Secondary contact:**
**Deidra Macleod,** Senior Loan Officer
dmacleod@dbedc.org
Tel: 617-825-4200 x219

**Mentorship Plan:**
Meet weekly to schedule week’s activities. Supervision/meetings available on an as-needed basis.

**Preparation:**
Students should have coursework or other experience relevant to small business.

**Transportation**
Our office is well served by public transportation (both bus and train), but a car or bicycle may come in handy at times.

Edited: January 2014