

**FLORIDA STATE MINORITY SUPPLIER DEVELOPMENT COUNCIL
JOB DESCRIPTION**

Position Title: Intern	Date Revised: March 8, 2018
FLSA Status: Exempt	Reports To: Program Director
Salary: hourly based on experience	

The Minority Business Development Agency is one of the nation’s premier organizations for increasing business opportunities between major buying organizations and certified minority-owned businesses. The Council serves as a membership organization for major corporations, financial institutions, government agencies and universities in the state of Florida. The organization promotes and facilitates the development of business relationships between its corporate members and certified Minority Business Enterprises (MBEs).

The Council is a private, non-profit 501(c)(3) organization and an affiliate of the National Minority Supplier Development Council. The Florida State Minority Supplier Development Council is headquartered in Miami, Florida with a regional office in Orlando and a satellite office in Tallahassee. A satellite office is proposed for Tampa.

JOB SUMMARY:

The Intern is responsible for providing support to staff on consulting and operational requirements of the center. The primary focus of the Minority Business Development Agency (MBDA) will be providing services to MBEs with revenues greater than \$1,000,000 per year.

ESSENTIAL FUNCTIONS:

- Customer Service - Answering the phones and greeting customers
- Support staff in creating reports and presentations for MBDA clients
- Perform research on multiple county and federal bid portals
- Match bids to clients in the MBDA database
- Support team on conducting research, business client assessments and implement plans of action for clients
- Assist with training by creating content and support materials
- Support in marketing the MBDA

REQUIRED EDUCATION AND EXPERIENCE:

- Excellent verbal and written communication skills
- Must have excellent computer skills, including Microsoft Excel, Power Point, Word and Photoshop
- Must be responsible, organized, and accurate, detail oriented, and have “can-do attitude”
- Strong customer service attitude

CONFIDENTIAL AND PROPRIETARY INFORMATION:

This position provides access to sensitive and proprietary information that must be kept confidential.

ADDITIONAL INFORMATION:

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.