

Description: The Main Street Alliance of Oregon works to provide small businesses a voice on the most pressing public policy issues across the nation. Our advocacy promotes vibrant businesses and healthy communities, and fosters leadership development of socially responsible business leaders.



MSA OR is exciting to fill multiple roles that will expose the right candidates to our organization's Membership Development, Communications and Policy Departments. Candidates must be self starters and eager to learn and work with staff members.

The Economic and Business Development Internship

MSA OR is seeking an intern to assist our Economic and Business Development department. The intern will work closely with the State Director and Outreach Coordinator and experience day-to-day work inside a statewide small business organization. Further, the intern will help develop and implement a membership values program, support business development, research small business policy and drive the organization's fundraising effort.

Qualifications

- Ability to multi-task.
- Demonstrate good verbal communication skills.
- Mature, positive, service-oriented individual.
- Attention to detail and good organizational skills.
- Ability to adjust to a fast-paced ever moving role.

Competencies

- Proficient in Microsoft Office applications.
- Ability to accept direction and supervision.
- Ability to appreciate and function as part of a diverse work team.
- Demonstrates openness and willingness to learn new skills.

Responsibilities

- Prepares research and compile membership programs
- Works independently on a variety of internal and external projects
- Creates and presents market analysis projects
- Works closely with supervisor(s) on event management and logistics preparation
- Manages social media marketing and creation
- Project management
- Data entry

Contact Info:

Khanh Le

State Director Main Street Alliance of Oregon

Email: Khanh@mainstreetalliance.org

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Small Business Policy Fellow

The Policy Fellow will develop and implement various Main Street Alliance OR functions including research and draft state and local small business policies on issues including affordability and access to capital. Further, the Fellow will work with staff and small business members to strategize long-term policy program that advance a small business platform.

Policy Fellow will assist with a wide variety of message-focused tasks, including:

- Provide support to State Director and Board of Director in researching and drafting local and state small business policies.
- Help organize and coordinate meetings with state and local elected officials
- Support advocacy and information dissemination of procurement and public contract agreements.

Qualified candidates should exhibit:

- Excellent writing and communication skills
- Good organizational skills
- Ability to perform in a professional and fast-paced environment
- Excellent research, IT and coordination skills

Additional details:

- Location: Flexible
- Date Range: Fellowships are year round (or agreed upon date).
- Time Range: Fellows should be able to commit a minimum of 10-15 hours/week, between 9am-5pm Monday through Friday.
- Fellows should be able to provide, or have access to, their own laptop. This is an unpaid fellowship. Academic credit is available.

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Khanh Le

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Communications Internship

The Communication Internship is a great opportunity to learn and cultivate communications and marketing skills. Individuals who may be a good fit for this position include those with interests in journalism, politics, public relations/marketing, social media for professional purposes, writing, and other related fields. Also, a successful applicant will have good writing skills as well as an understanding of communication planning and the digital media landscape. Position supports research, media relations and social media.

Communications interns will assist with a wide variety of message-focused tasks, including:

- Media monitoring
- Research
- Constituent outreach
- Social media assistance
- Writing online content

Qualified candidates should exhibit:

- Excellent writing and communication skills
- Familiarity with Twitter and Facebook Pages
- Ability to conduct online research
- Good organizational skills
- Ability to perform in a professional and fast-paced environment
- Commitment to progressive policies

Additional details:

- Location: Flexible
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