



CITY OF YUCAIPA

Yucaipa Business Incubator Center
Community Development - Intern (Unpaid)

THE JOB:

Under the direction of the Community Development Director, this unpaid intern position will perform various clerical duties at the Yucaipa Business Incubator Center for the tenants located at the Center. (34282 Yucaipa Boulevard) The typical duties of this position include:

- Updating Excel Spreadsheets
- Updating Access database management system
- Making telephone calls
- Filing
- Mailings
- Social Media
- Accounting/bookkeeping
- Marketing
- Google/Bing search engine placement

REQUIREMENTS:

- Must be 18 years of age or over.
- Any combination of education, experience and training that has provided the knowledge, skills and ability necessary for satisfactory job performance. Proficiency in Microsoft software applications (e.g., Word, Excel and Power Point) desirable.

COMPENSATION:

This is an unpaid intern position.

APPLICATION PROCESS:

City of Yucaipa application can be found at www.yucaipa.org. Please be sure to complete and sign the application before submitting to:

City of Yucaipa
Attn.: Personnel Division
34272 Yucaipa Blvd.
Yucaipa, CA 92399

If you have any questions regarding this position, please contact Tina Leuer at (909) 797-2489 ext. 224.

Interviews will be performed intermittently as applications are received. Position will remain open until filled.