



Experience Works! PLUS Internship Program | Available Internship

Please review the EWP Handbook for full program eligibility and application processes. The WFWIB funds internships at its discretion and reserves the right to screen worksite and individual intern applications to ensure program eligibility. We cannot guarantee an interview or internship offer if a student is referred to one of the following organizations. Program spots are limited and filled on a rolling basis.

Internship Job Title

Business Admin Internship

Location:

Greensburg, PA

Responsibilities:

- Update CRM database of inventory/clients/etc
- create a chart of accounts and update bookkeeping
- organizing schedule, information, products for vendor shows
- organize company files and content for grant submissions
- update website and/or google listings
- general management of daily operations/develop plan to improve efficiency

Critical Skills:

Students should have a proficiency with organizing and updating accounting records. Those with WordPress experience can be delegated website tasks.