

Learn and Earn- Elliman Technologies Marketing & Computer Science Intern

Anticipated Start and End Dates:	August/September – December 2020
Job Address:	Remote Internship
Is Location MBTA Accessible?	
Hours Per Week:	20 – 40 hours per week, flexible
Preferred Days of Week:	
Work Hours:	
Pay Rate and Travel Stipend:	\$17 per hour & one-time travel stipend
Internship Class:	INT-299 Internship Class will be taken during Fall 2020 semester

Organization Overview:

Elliman Technologies is an IT/MSP Consultant Group based out of Duxbury, MA. We are a one-stop technology solution for small to medium businesses with a primary focus on the hospitality industry including restaurants, resorts, and hotels along with supporting all other industries as well. Elliman Technologies is able to provide solutions for networking, servers, workstations, security cameras, and phone systems with strategies in place to accommodate small family owned restaurants to large 5 star resorts.

Job Description:

- Assisting with administrative tasks related to database management and operations as well as website content creation and management.
- Work with staff to identify key needs for website
- Mapping out new structure for website
- Creating clear pathways for potential program participants to sign up for services on our website, in collaboration with other staff and interns
- Refreshing website content and graphics to meet the needs of the organization, including incorporating real program participant and partner stories and program data
- Reorganizing website pages to meet current needs
- Develop tools for the sales team to present information to clients; such as social media platforms and advertising strategies
- Miscellaneous tasks associated with a start-up organization, as needed.

Basic Qualifications:

- Capacity to take initiative, work independently, and engage with a fast-paced team
- Ability to stay organized when working on multiple projects
- Ability to prioritize tasks and meet deadlines
- Flexibility and adaptability to work effectively as a member of a team as well an ability to work independently
- Attention to detail and commitment to quality
- Flexibility and willingness to work in a small start-up environment
- Basic familiarity with computer software (e.g. Microsoft Office Suite) and cloud-based platforms (e.g. Google Drive)

- Interest in topics related to marketing, computer science, students from all backgrounds and fields of study are welcome to apply, and do not need to have an explicit interest or previous experience in finance or business

To Apply:

Go to GradLeaders and apply today! <https://bhcc.edu/gradleaders>

Questions?

Kadee Tapley - Learn and Earn Coordinator ● Office: B-226C ● 617-336-5221 ● kmtapley@bhcc.edu