

# Small Business Development Intern

MMC-TADP, Inc.

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## About the Role:

Play a key role in supporting local entrepreneurs through outreach and program development. This internship focuses on gathering insights from small business owners and creating a professional capital readiness training manual to help them access funding and grow their businesses.

## Key Responsibilities:

- Conduct outreach through in-person visits, phone calls, and community events
- Administer surveys to identify training needs and barriers to funding
- Record, organize, and summarize data for program planning
- Share insights and trends to support decision-making
- Design a Capital Readiness Training Manual using Canva
- Create clear, accessible content on topics like credit, loans, and financial statements
- Collaborate with leadership to ensure accuracy and usability

## Requirements:

- Proficiency in Canva with strong design and layout skills
- Strong communication and interpersonal skills
- Detail-oriented with good time management
- Ability to work independently and take initiative
- Background/coursework in business, finance, communications, or related field (preferred)
- Bilingual skills (a plus)

## Term Offered:

- Summer
- Fall

**Email resume and cover letter to:  
([mchester@mmbc-memphis.org](mailto:mchester@mmbc-memphis.org))**