



Domi Station Administrative Intern

Position Description

Domi Station is a non-profit business incubator and coworking space. We offer programs, resources, and events that help entrepreneurs start and scale sustainable companies.

The Administration intern will help cultivate the entrepreneurial culture at Domi, assist with program management, and facilitate communications between our administrative team and key stakeholders.

Job Duties:

- Facilitating communications between the Domi Executive team and community members and key stakeholders
- Assisting in the collection of metrics and other important data
- Assisting in grant applications and other fundraising activities
- Assist with scheduling, communications, and any other administrative duties
- Any other responsibilities as assigned

Requirements:

- Working towards Bachelors degree
- A personal laptop and quiet place to work
- Working knowledge of Google Suite
- Experience in software management preferred
- Ability to execute on efficient email communications
- A polite and professional demeanor via phone, e-mail, and digital

correspondence