

## SBA Summer Internship Opportunities Program 2025

### Description

The Small Business Administration (SBA) is thrilled to announce its Summer Internship Opportunities Program for aspiring individuals eager to gain valuable experience in supporting small business development. As an intern, you will be an integral part of the SBA team, contributing to initiatives that empower entrepreneurs and foster economic growth.

### Responsibilities

- Assist in the implementation of SBA programs aimed at supporting small businesses.
- Conduct research on small business trends, market conditions, and regulatory changes.
- Provide administrative support in the planning and execution of outreach events, workshops, and training sessions.
- Collaborate with SBA professionals on projects related to loan programs, financial assistance, and business counseling.
- Contribute to the development of reports, presentations, and communication materials.
- Assist in data collection, analysis, and reporting to support program evaluation.
- Participate in meetings and training sessions to enhance knowledge of small business development.

### Qualifications

- Currently enrolled in an undergraduate or graduate program with a focus on business, economics, public administration, or a related field.
- Strong academic record and a passion for supporting small businesses and entrepreneurship.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite and basic computer skills.
- Ability to work independently and collaboratively within a team.
- Detail-oriented with strong organizational and multitasking abilities.
- Knowledge of small business issues, government programs, and economic development is beneficial.

### Experience

Previous coursework or experience in business, economics, or a related field is preferred but not required.

### Skills

- Analytical skills for data interpretation and problem-solving.
- Strong interpersonal skills and the ability to engage with diverse stakeholders.
- Adaptability and a willingness to learn in a dynamic government agency

**Hiring organization**  
SBA

**Employment Type**  
Intern

**Duration of employment**  
6 Month

**Industry**  
Government Agency

**Job Location**  
Washington, D.C., United States,  
20001, Washington, D.C., United States

**Working Hours**  
8

**Base Salary**  
10

**Date posted**  
December 16, 2024

**Valid through**  
10.12.2025

environment.

- Time management skills with the ability to meet deadlines.
- Familiarity with small business financing, entrepreneurship, or economic development is advantageous.

### **Job Benefits**

- Practical experience in a federal agency dedicated to supporting small businesses.
- Exposure to various aspects of small business development, economic policy, and government programs.
- Networking opportunities with professionals in the field of small business and economic development.
- Mentorship from experienced SBA professionals.
- Potential for career development within the public sector.

### **How To Apply**

Interested candidates should submit their resume, cover letter, and academic transcripts. Please include "SBA Summer Internship Application" in the subject line.

The Small Business Administration is an equal opportunity employer. We encourage candidates from all backgrounds to apply. Only shortlisted candidates will be contacted for interviews.