

Operations & Marketing Intern at Better Business Bureau Serving North Alabama

Better Business Bureau Serving North Alabama is seeking Interns to help create an ethical marketplace where buyers and sellers can trust each other.

Make a difference in your community by helping the BBB become a leader in advancing marketplace trust. We envision an ethical marketplace where buyers and sellers can trust each other, and we strive to create one by:

- Creating a community of trustworthy businesses
- Setting standards for marketplace trust
- Encouraging and supporting best practices
- Celebrating marketplace role models, and;
- Denouncing substandard marketplace behavior

BBB ensures that high standards for trust are set and maintained. We exist so consumers and businesses alike have an unbiased source to guide them on matters of trust. We provide educational information and expert advice that is free of charge and easily accessible.

Specific Duties

- Assist CEO in updating human resources related policies, employee handbook, new hire orientation packet, and sales training manual as needed.
- Assist senior operations staff in investigations, complaint processing, and other special projects.
- Assist senior business relations staff in contacting Accredited Businesses, updating information in our database, and generating leads.
- Aid our senior marketing staff with special projects on and off the internet.
- Assist senior accounting staff with various support activities and special projects.
- Help staff answer our Help Line and provide the community with pertinent information.
- Help organize, implement, and facilitate special events.

Necessary Skills

- Strong communication skills, including verbal and written
- Computer skills including Microsoft Office, Excel, and Outlook
- Ability to work as part of a team and individually
- Attention to detail
- Time Management skills
- Interest in non-profit, ethics, marketing, and/or business administration

General Info

Hours are flexible between 8:00 am and 4:00 pm Monday through Friday. Internships may be completed for credit at the intern's sponsoring institution but are unpaid. Please check with your academic adviser for details.

How to Apply

Apply on [UAH Charger Path](#) by searching Operations & Marketing Intern at Better Business Bureau Serving North Alabama.