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Department of Small Business Development Internships Latest Hiring 2024

Description

We are seeking passionate and driven interns to join our team and assist in various initiatives geared towards supporting small business development. This internship opportunity offers a hands-on experience in understanding the intricacies of nurturing and promoting small businesses in a dynamic and evolving market.

Responsibilities

- Collaborate with departmental teams to research, compile data, and analyze trends in the small business sector.
- Assist in the development and implementation of strategies to support small business growth and sustainability.
- Engage in outreach activities to connect with local small businesses, entrepreneurs, and community stakeholders.
- Aid in organizing workshops, events, and programs aimed at providing educational resources and networking opportunities for small business owners.
- Contribute to content creation for social media, blogs, or other communication channels to promote small business success stories and disseminate relevant information.

Qualifications

- Currently pursuing a degree in Business Administration, Economics, Marketing, Entrepreneurship, or a related field.
- Passionate about small business development, entrepreneurship, and fostering economic growth.
- Strong research, analytical, and communication skills.
- Ability to work independently and collaborate effectively within a team.
- Proficiency in Microsoft Office Suite and familiarity with social media platforms.

Job Benefits

- Valuable hands-on experience in the field of small business development.
- Mentorship and guidance from experienced professionals in the industry.
- Networking opportunities with entrepreneurs, industry experts, and community leaders.
- Potential for growth and future career opportunities within the organization.

Contacts

1. Prepare Your Documents:

- Resume: Update your resume to highlight relevant education, experiences, skills, and any previous involvement in business-related activities or projects.
- Cover Letter: Craft a cover letter expressing your interest in the

Hiring organization

Department of Small Business Development

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

Pretoria, Gauteng, South Africa, 0001, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

August 22, 2024

Valid through

25.12.2025

internship, why you are passionate about small business development, and how your skills align with the responsibilities outlined in the job description.

2. Submission:

- Email Application: Send an email to the designated contact or department within the Department of Small Business Development. The subject line of the email could be “Internship Application – [Your Name].”
- Attachments: Include your resume and cover letter as attachments in PDF or Word format. Ensure your documents are labeled clearly with your name.

3. Cover Letter Content:

- Introduction: Start with a brief introduction, expressing your enthusiasm for the internship position.
- Relevant Experience: Highlight any relevant coursework, extracurricular activities, or experiences related to business, entrepreneurship, marketing, or economics.
- Skills Match: Explain how your skills (research, communication, teamwork, etc.) align with the internship responsibilities.
- Passion for Small Business: Share your passion for supporting small businesses and fostering their growth.
- Closing: Conclude your cover letter by expressing gratitude for the opportunity and your eagerness to contribute to the Department of Small Business Development.

4. Follow-Up:

- After submitting your application, consider following up with the department within a reasonable timeframe (usually after a week or two) to express your continued interest and inquire about the status of your application.