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
- 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 business relations and operations staff in contacting Accredited Businesses, updating information in our database, and generating leads
- Aid marketing staff with creating graphics, social media campaigns, fundraising, and special projects
- Supports public phone line, send/receive emails, assist with mailing consumer documents
- Provide administrative support via email, telephone, and in person to consumers and businesses

**Necessary Skills**

- Graphic Design
- 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
- 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 Thursday and 8:00 am to 12:00 pm on Fridays. Internships may be completed for credit at the intern’s sponsoring institution.

**How to Apply**

Please submit a resume, transcript, cover letter, and contact information to Shiree at slgriffin@northalabama.bbb.org or Fax: 256-533-1177. If you have questions, please call 256-348-2513.