



Position

## Small Business Support Program Intern

Location	Hours	Rate	Duration
Joliet, IL	5-10 hours per week	\$18/hr	From the week of March 9th through June 19th

### About Us

The Joliet Latino Economic Development Association (LEDA) was established as a result of a demonstrated need in the Latino community. LEDA is an organization that centers on the entrepreneurs providing the essential goods and services to neighborhoods and families across Joliet. Our theory of change is that by strengthening the Latino business community, we can create a more prosperous City. With over a third of the population identifying as Latino, the success of the Latino community means success for Joliet. Our vision is to build a financially and culturally prosperous Latino community.

### About the Role

The Small Business Support Program Intern will connect with small business owners in Low-to-Moderate Income (LMI) areas, particularly those located in Joliet's TIF districts to assist in technical assistance. Interns will each be assigned 1 to 2 businesses to support in areas such as accounting, marketing, business planning, and operations, while gaining valuable hands-on experience.

### Responsibilities

- Work 5-10 hours per week, depending on the term and available funding
- Prepare reports or progress updates for the business
- Regular check-ins with the business advisor, faculty mentor, and business owner
- Provide hands-on support in areas such as:
  - Financial recordkeeping and budgeting
  - Marketing and social media strategies
  - Business planning and operations improvement
  - Customer engagement and service strategies

### Candidate Requirements

- Currently enrolled at the University of St. Francis as an upper-level business student
- Strong communication and interpersonal skills, with the ability to engage diverse communities
- Bilingual in English and Spanish is preferred, but not required
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office and/or Google Workspace.

### Contact us to apply

To apply, please email your resume and a brief cover letter outlining your interest in the position to Diana Viveros at [dviveros@jolietleda.org](mailto:dviveros@jolietleda.org) by February 23rd, 2026.

