

## **Delaware Division of Small Business and Tourism**

### **Fall 2025 Internship Program**

**September – December | Up to 29 hours/week | Paid Internship | In-Person (Dover Office, 99 Kings Hwy)**

#### **Overview:**

The Delaware Division of Small Business and Tourism is offering a Fall 2025 Internship Program designed to provide meaningful, hands-on experience for students or recent graduates interested in public service, economic development, marketing, communications, or finance.

We are hiring **two paid interns** from **September through December** to work **up to 29 hours per week** at our **Dover office**. Interns will contribute directly to real-world projects and gain valuable insight into state government operations and Delaware's business and tourism sectors.

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#### **Available Positions**

##### **1. Marketing & Communications Intern**

**Team:** Marketing & Communications

**Location:** Dover, DE (in-person)

#### **Responsibilities:**

- Assist with campaign planning and performance tracking
- Contribute to promotional material development and tourism storytelling
- Support event coordination and outreach efforts
- Monitor media coverage and assist with reporting
- Conduct research to support communication strategies

#### **Qualifications:**

- Excellent writing and editing skills
  - Familiarity with social media platforms and basic analytics
  - Creative mindset with interest in branding or tourism promotion
  - Experience with social media editing tools, such as Capcut
  - Working knowledge of Canva, Adobe Creative Suite, or similar tools is a plus
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##### **2. Finance & Salesforce Intern**

**Team:** Finance and Business Services

**Location:** Dover, DE (in-person)

#### **Responsibilities:**

- Assist with data entry and management in Salesforce CRM

- Support financial documentation, grant tracking, and reporting
- Review and process business assistance applications
- Help maintain compliance with program requirements
- Analyze financial data to support internal reporting
- Participate in system improvement and operational efficiency efforts

### Qualifications:

- Detail-oriented with strong organizational skills
  - Interest in public finance, grant programs, or data systems
  - Proficiency in Excel and familiarity with Salesforce preferred
  - Ability to manage sensitive information with discretion
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### Internship Details:

- **Up to 29 hours per week**, flexible around academic schedules
  - **Paid hourly** (rate is \$20/hr)
  - Internship runs **September 22nd through December 12<sup>th</sup>, 2025**
  - Interns must be available to work **in-person at the Dover office**
  - Professional development opportunities and mentorship included
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### How to Apply:

Interested applicants should submit the following materials:

- **Resume**
- **Cover Letter** indicating which position you're applying for and why
- **One letter of recommendation** (academic or professional)
- **For the marketing position only:** please submit a social media post or reel you have created.

**Submit the above materials to:** Jaimie Watts, Deputy Director, at [jaimie.watts@delaware.gov](mailto:jaimie.watts@delaware.gov)

**Deadline to apply: August 21, 2025**