

**Job Description**

**Intern Location – Dayton, OH**

**Company Overview**

Software Solutions, founded in 1978, is a leading provider of software for local governments and other public sector entities (public libraries, special districts, utility companies). As a 100% employee-owned company since 2004, we have fostered a culture of teamwork, collaboration, and pride in ownership. We are dedicated to the success of our clients and our company, serving public sector organizations with a suite of cloud-based financial software solutions.

**Job Summary**

We are seeking a dynamic and motivated Intern to join our team in Dayton, OH. This hybrid role offers the unique opportunity to work both on-site and online (on-site is required part of the time), providing a flexible and comprehensive learning experience in a desired area. This internship offers a unique opportunity to gain valuable experience, working alongside experienced professionals on exciting projects related to marketing, sales, product development, or customer service. The internship is flexible in its format and can be part-time or full-time, ranging from 10 to 30 hours per week, and can be either short-term or long-term.

**Possible Responsibilities**

* Assist senior staff with department-related tasks, such as:
	+ Sales: Prospect research, lead generation, data entry, creating sales presentations
	+ Marketing: Social media content creation, market research, campaign management, website content development, contact management
	+ Development: Software testing, data analysis, research and documentation, scriptwriting
	+ Product: Product research, competitor analysis, user experience testing, creating product documentation
	+ Customer Service: Filing sensitive paperwork, digitizing documentation, organizing office inventory, shadowing Software Consultants and Implementation Team.
* Conduct research and compile data to support the department's initiatives.
* Participate in meetings and take clear notes.
* Contribute to brainstorming sessions and propose creative solutions.
* Stay up-to-date on industry trends and best practices.
* Perform other duties as assigned by the managers.

**Qualifications**

* Currently enrolled in a bachelor's or master’s degree program (or recent graduate).
* Strong interest in department industry and a desire to learn more about the department field.
* Excellent communication, written, and verbal skills.
* Time management skills and the ability to prioritize tasks.
* Collaborative mindset.
* Proficiency in Microsoft Office Suite.
* Optional: Proficiency in various software related to the departments, such as HubSpot, Canva, ConnectWise, Zoom, Vimeo, YouTube, etc.
* Optional: Proficiency or coursework in public administration, accounting, finance, or data analytics.

Software Solutions is a 100% employee-owned corporation that strives every day to exceed client expectations by going beyond software to provide solutions that transform data into knowledge, enabling them to solve problems and better serve their customers. Join us and experience the difference that employee-ownership can bring to your career and your future!

**To Apply:** Fill out the form on our Career Page ([www.mySoftwareSolutions.com/careers](http://www.mySoftwareSolutions.com/careers))

*Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

*Equal Opportunity Employer Statement: Software Solutions is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin, or any other basis prohibited by applicable law. Hiring, transferring, and promotion practices are performed without regard to the above-listed items.*