



Title: *Business Development Intern*

Location: Alexandria, Virginia

Hours of Work: 40 hours

Category: Internship

FLSA Status: Non-Exempt

Salary/Grade Level: TBD

Date Approved: Summer 2016

Reports to (Supervises/Liaison): President

INTERNSHIP SUMMARY

This internship is offered through the Goldbelt, Incorporated 8(a) subsidiary Goldbelt Glacier Health Services, LLC. It will be based out of the subsidiary's offices in Alexandria, Virginia. The internship is offered as a career development opportunity to Goldbelt shareholders and descendants. The internship will provide the right candidate an opportunity to explore the field of business development in government contracting.

As part of our medium and long term Business Development (BD) Capture Process we intend to develop a living document opportunity tracking database. This database will be developed from a variety of sources. The process for this tasking will be coordinated by senior management.

The intern will interface with our program managers one-on-one to gather input and will have the opportunity to develop a keen awareness of business strategy, corporate expertise, experience and Past Performance. Because this information is so important in the proposal development process the shareholder will also interface with our President to gain an understanding of what information is critical in proposal planning and development.

Major Project: The shareholder will develop Business Development intelligence gathering and data mining expertise that will prove valuable in any position. During these endeavors he/she will also learn the value of knowledge about current and potential competitors and / or team mates.

Participation in this project will afford an in-depth view of all the parts that make up BD, Capture Management, Proposal Management and development and will require interface with a broad spectrum of the Glacier staff. The product produced under this project will become a key part of our existing BD program.

NECESSARY SKILLS AND KNOWLEDGE

- Excellent computer skills with experience with Microsoft Office Suite, Adobe Acrobat, Windows 7 Professional, and ability to learn new software programs quickly;
- Flexibility and motivation to work independently and within a team;
- Excellent organization skills with a strong attention to detail;
- Excellent communication skills both written and oral;
- Ability to manage multiple priorities and deadlines in a fast paced and demanding work environment;
- Positive attitude and willingness to learn;
- Capable of maintaining positive working relationships.

MINIMUM QUALIFICATIONS (education, experience, skills)

- Eligible for participation in Goldbelt's Career Development Program;
- Working towards an Associate's, Bachelor's, graduate degree in Business, Marketing, Communications, Management Information, or a related field.
- Should be available for the entire 12 week internship.