
Intern Role: Operations Intern - Bunker Labs **Position ID:** 2016SpA001
Semester: Spring 2016
Hours: 20/week (Prefer Monday and Friday 8am -12pm and one evening a week as needed)
Compensation: Unpaid Position, College Credit or Independent Study with Faculty Advisement Required
Supervisor: Director Of Business Partnerships / Nashville Entrepreneur Center

DESCRIPTION:

The Nashville Entrepreneur Center (EC), fosters innovation and entrepreneurship by Turning Ideas Into Reality, helping to start business and create jobs. As a non-profit 501(c)3 organization, the Center is funded through sponsorships, partnerships, donations and grants. The EC relies on support from leading corporations, successful entrepreneurs and those who have a vested interest in the EC's success. Although the EC has resources to help any entrepreneur create, launch or grow a business through our comprehensive Mentor Program; the EC's predominant role is facilitating Accelerator Programs for high-growth, high-potential startups under the verticals of HealthCare, Music Tech, Publishing, Finance and beyond.

Most recently, the EC has partnered with The Bunker Labs to support a unique, industry-agnostic accelerator program. The Bunker Labs is an organization run by prior military entrepreneurs to support fellow veterans in starting and growing their businesses. The Bunker Labs Operations Intern will provide support in three primary areas in preparation for the program launch: 1) curriculum, 2) coordination and 3) cohort.

Responsibilities Include, but are not limited to ...

- Organization of existing Bunker Labs materials to create the "Accelerator Field Manual" including facilitator guide & syllabus.
- Create a Veterans' Entrepreneur Road Map that identifies key resources in Nashville for their business-building arsenal.
- Coordinate schedule details for program speakers.
- Secure internal locations through the EC's calendar program.
- Provide advance support and logistics on location needs including A/V, food, and drink.
- Establish a replicable process for future interns in this position to follow when coordinating schedules, locations and needs.
- Support program lead with recruiting efforts through outreach and social media support.
- Establish a replicable process and script for future interns in this position to follow when recruiting program applicants.

Requirements:

The perfect candidate will have a positive attitude, be attentive to details and willing to take initiative. Ideally, The Bunker Labs Operations Intern will be a humble and servant leader interested in helping Veterans achieve their post-deployment entrepreneur dreams. Candidate should be a college/university Junior or Senior preferably a business and/or entrepreneurship major.

Skills Needed:

- Microsoft Excel Rockstar
- Ability to use Google Docs and Spreadsheets
- Familiar with Keynote and/or Powerpoint
- Knowledge of CRM systems / Salesforce knowledge a plus
- Familiar with Email Marketing
- Analytical thinker
- Entrepreneurial Minded
- Willing to make cold calls
- Able to excel in fast paced environment

What You Will Learn:

- 1) How to create an operations order; which is essential in managing the details of the necessary action items and timeline required to accomplish a particular mission.
- 2) Key leadership lessons from local military and business leaders.
- 3) Attention to detail and the importance of doing the little things right.

As part of your internship you will also be expected to complete a final, student-level deliverable:

The final deliverable will be an internal Bunker Labs' "Field Manual" that will enable a Bunker Labs facilitator and an intern to successfully engage with and execute a Bunker Labs cohort. The manual will have two key areas:

- 1) *Facilitator guide* which will walk speakers through the process to lead a Bunker Labs session, how to prep for it, how to ask great questions, and how to follow up with teammates. This is based on existing materials.
- 2) *Intern guide* which will provide a detailed after action report providing lessons learned on how best to support a cohort. The guide will include a timeline for engagement of speakers and sponsors, email templates, list of key contacts/vendors, and operational support best practices.

Deliverable Format: Presentation Deck; Presentation Delivery

If you are interested in this position, apply at www.ec.co/intern by November 23, 2015.