
Intern Role: Mentor Program Intern **Position ID:** 2016Sp009
Semester: Spring 2016□
Hours: 20/week□ (3 days a week/flexible on which days)
Compensation: Unpaid Position, College Credit or Independent Study with Faculty Advisement Required
Supervisor: Mentor Program Director / 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.

The EC's robust mentor program of over 200 business leaders, service providers, startup operators and industry experts is key to the success of entrepreneurs joining the organization to start, launch and grow their businesses. The Mentor Program Intern will learn the problem-solving skills necessary to operate in a service-oriented organization. The program matches, manages and facilitates meetings between entrepreneurs at various stages. The program intern will be supporting all facets of the program including assisting with mentor orientation events.

Responsibilities Include, but are not limited to ...

- Entry, validation and organization of data
- Scheduling mentor meetings
- Support logistics for mentor orientation events

Requirements:

The perfect candidate will be a service oriented and self motivated individual who has a keen attention to detail. Candidates should be undergraduate Seniors or Graduate level students who are committed to scheduled office hours. Entrepreneurship or related Major preferred.

Skills Needed:

- Ability to use Google Docs and Spreadsheets
- Proficiency with Excel
- Operational Efficiency
- Strong Social Skills
- Ability to work with a smile

What You Will Learn:

- The organization needed to run a program with copious amounts of data
- The ability to leverage that data to create results.
- The networking skills needed to interact with business leaders, startup operators, industry experts and service providers (aka the EC mentor pool)

As part of your internship you will also be expected to complete a final, student-level deliverable: The final deliverable is presentation of 4 to 5 recommendations that you would suggested to help the EC leverage the mentor data to increase entrepreneur and mentor engagement and identification of the resources needed to implement the recommendations.

Deliverable Format: Presentation Deck & Presentation Delivery

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