

2018 Season Intern: CEO Assistant

The Idea Village is in search of its next class of interns for our 2018 season! We are seeking motivated, innovative and professional undergraduate or MBA students in the New Orleans area who are excited by the startup scene. All interns will have general duties that contribute to organizational operations and others assigned to them by a specific department within The Idea Village. Interns are expected to be present in the office two days per week and handle additional work remotely if needed.

The CEO Assistant Intern will work with a CEO who loves to mentor. Also, this internship will offer an intern the opportunity to network with a wide range of community, civic and business leaders in New Orleans.

The CEO internship offers an exciting opportunity for a bright, enthusiastic student to learn how organizations operate to achieve greatest impact. This position will showcase the many different aspects of business, including finance, operations, marketing and communications, support services, resource management, HR and scheduling. Additionally, the intern will have a bird's eye view of how entrepreneurship works, thrives and tackles innovative life cycles. Finally, this intern will understand how non-profits and their governing Boards work through committees, full Board meetings, and parliamentary procedure.

Title: CEO Assistant Intern

Supervising Manager: Sally Forman, Acting CEO

Responsibilities:

General intern responsibilities will include data entry and quality control as well as duties assigned by department supervisors. Additionally, responsibilities will include:

- Assist with Scheduling and input onto the Master Calendar
- Help provide Organizational and Strategic Planning
- Offer additional oversight on Board of Directors relations
- Engage in light financial and spreadsheet work
- Engage in Marketing and communications support, including Social media, if qualified
- Provide Fundraising assistance, including donor relations
- Meet and greet entrepreneurs and donors
- Conduct tours of new facilities

Experience/Skills:

- Current undergraduate or MBA college student residing in the New Orleans area
- Proficient in Microsoft Office Suite and Salesforce
- High volume multi-tasking and strong organizational skills
- Process and task oriented
- Strong professional written and verbal communication skills

Compensation: Unpaid; College Credit

Employment Status: Part-time Intern

Process: Please submit your resume and cover letter through our [employment application](#). We will be considering applicants on a rolling basis.

The Idea Village is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national or ethnic origin, disability, age, or sexual orientation.